

11 INJURY AND ILLNESS RECORD KEEPING, INCIDENCE RATES, AND ANALYSIS

QUIZ 1 (20 POINTS TOTAL)

True/False (6 points)

1. The Mine Safety and Health Administration (MSHA) cannot require an establishment to maintain injury and illness records; compliance is voluntary.
 - a. true
 - b. false
2. The primary purpose of an incident report is to obtain information but not to fix blame.
 - a. true
 - b. false
3. It is not necessary for a supervisor to make a detailed report if no one was injured during an incident.
 - a. true
 - b. false
4. In general, an analysis of incidents is often made long after the incidents occurred.
 - a. true
 - b. false
5. Posting a variety of materials on bulletin boards has proved to be one of the least effective means of maintaining employee interest in safety.
 - a. true
 - b. false
6. The OSHA record-keeping system does not provide enough information about what is going on in the workplace to effectively manage a safety and health program.
 - a. true
 - b. false

Multiple Choice (6 points)

7. The Williams-Steiger Occupational Safety and Health Act (OSHAct) was established in _____ and requires employers to maintain injury and illness records on employees.
 - a. 1950
 - b. 1960
 - c. 1970
 - d. 1980
8. When an injury report is complete, it should be filed according to the_____.
 - a. source of injury
 - b. occupation of the injured worker
 - c. department
 - d. any of the above

16. What are two types of periodic reports a company may generate to evaluate safety work and to identify principal incident causes?

17. What is the basic idea behind bilevel reporting?

18. What employers and individuals are exempt from having to keep OSHA injury and illness?

Short Essay (2 points)

19. Records on incidents and injuries are extremely beneficial to the safety professional. Explain how a safety professional might make use of such records.

QUIZ 2 (20 POINTS TOTAL)

True/False (6 points)

1. A good record-keeping system is the foundation of a scientific approach to occupational safety
 - a. true
 - b. false

2. A key concept of the ANSI Z16.5 standard is that information should be documented about many different kinds of events and exposures in the workplace.
 - a. true
 - b. false

3. A “sentinel incident” may be defined as an event that occurs in the work environment, which could have, but did not, result in an occupational illness or injury.
 - a. true
 - b. false

4. When using a small number of incidents to measure a company’s incidence rate it may be more meaningful to use qualitative analysis versus quantitative or statistical analysis.
 - a. true
 - b. false

5. Managers should use sentinel incident data alone to correct system failures.
 - a. true
 - b. false

6. According to the text, a “c” chart should be used to chart quality control in cases where the number of employee-hours fluctuates significantly from month to month.
 - a. true
 - b. false

Multiple Choice (6 points)

7. The Z16.5 standard provides guidance on _____.
 - a. how to collect data
 - b. how to document events
 - c. how to analyze data
 - d. all of the above

8. The collection of injury data typically beings in _____.
 - a. the emergency room
 - b. the supervisor’s office
 - c. the first-aid department
 - d. the workers’ lounge

9. According to the text, how many supervisor’s report forms are used when an incident occurs?
 - a. 1
 - b. 2
 - c. 3
 - d. varies by industry

10. When injury reports are complete they should be _____.
 - a. filed for quick access of information
 - b. sent to the proper record-keeping department
 - c. destroyed after one month
 - d. all of the above

17. List the three things an incident report should accomplish.

18. Why should the safety professional be concerned with off-the-job injuries?

Short Essay (2 points)

19. The first step in the decision-making process toward recordability of a case is determining whether a case even occurred. However, there are a few situations that have troubled employers for years. Describe one of these situations, and tell why it is troublesome.