

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

ANSWERS—QUIZ 1

1. b
2. a
3. b
4. a
5. b
6. a
7. c
8. d
9. b
10. b
11. a
12. a
13. Answers might include: state compensation authorities, insurance carriers, or other federal agencies such as MSHA or FRA.
14. An incident report should accomplish three things: establish all causes contributing to the incident; reveal questions the investigator should ask to determine all environmental and human causes; and provide a means of accumulating incident data.
15. Self-coding allows keying of data items directly from the form without the extra step of recoding the information for data processing equipment. By using self-coding forms, data-processing equipment can easily be used to enter the information into the system and to produce a variety of summary reports.
16. Monthly summary of injuries and illness and annual report are two types of periodic reports a company may generate to evaluate safety work and to identify principal incident causes.
17. No individual form or set of forms can possibly include all of the information necessary to fully investigate the causes of all incidents. With this in mind, and because long forms are rarely welcomed or accurate, bilevel reporting has arisen. These are additional separate forms used to gather very specific data about a particular type of investigation. This method requires only a minimum of time to fill out the forms in order to generate useful information.
18. Self-employed individuals, partners with no employees, employers of domestics in the employer's private residence for the purpose of housekeeping or child

care, employers engaged in religious activities concerning the conduct of religious services or rites are employers and individuals exempt from having to keep OSHA injury and illness records.

19. Answer should be written in essay form, and may touch on the following points: Provide safety personnel with the means for an objective evaluation of their incident problems and with a measurement of the overall progress and effectiveness of their safety program. Identify high incident rate units, plants, or departments and problem areas so extra effort can be made in those areas. Provide data for an analysis of incidents pointing to specific causes or circumstances, which can then be attacked by specific countermeasures. Create interest in safety among supervisors or team leaders by furnishing them with information about their departments' incident experience. Provide supervisors and safety committees with hard facts about their safety problems so their efforts can be concentrated. Measure the effectiveness of individual countermeasures and determine if specific programs are doing the job they were designed to do. Assist management in performance evaluations.

ANSWERS—QUIZ 2

1. a
2. a
3. a
4. a
5. b
6. b
7. d
8. c
9. c
10. a
11. d
12. a
13. Incident records furnish many items of interest to employees and posting the following statistics is one of the best ways to maintain employee interest in safety: no-injury records, unusual incidents, frequent causes of incidents, charts showing reduction in incidents, simple tables comparing departmental records.
14. Record keeping is the foundation of a scientific approach to occupational safety. Good record keep-

ing can: (1) help the safety professional by providing a means for objective evaluation of incident problems and a measure of a safety program's overall progress and effectiveness. (2) identify high-incident-rate units, facilities, or departments so that extra effort can be made in those areas. (3) create interest in safety among supervisors or team leaders (4) assist managers in performance evaluation.

15. The record-keeping system discussed in the chapter is just one model that can be used to provide basic methods for record keeping. The system discussed provides a way to keep and analyze records that may be required by the OSHA Act. It takes into account that individual establishments are unique, but provides examples of common forms that may be used to gather basic data and methods and formulas for analyzing that data.
16. Quality control charts are used to help distinguish between random variations, which are "in control," and caused variations, which are "out of control." Managers can use a control chart to concentrate safety efforts on out-of-control variations in the systems. There are basically two important differences in the way control charts are used for safety purposes as opposed to for a manufacturing purpose: (1) if the incident rate falls below the lower control limit it does not make sense to encourage more incidents to return the system to "control" as one would in manufacturing. (2) While a "steady-state" system is ideal from a manufacturing standpoint, steady improvements are expected from an occupational safety and health program.
17. An incident report should: (1) establish all causing contributing to the incident, (2) reveal questions that the investigator should ask to determine all environmental and human causes for the incident, and (3) provide a clear means for accumulating the incident data.
18. Off-the-job disabling injuries have far exceeded on-the-job disabling injuries. Any unscheduled absence of employees can cause production slowdowns and delays, costly retraining and replacement, or costly overtime by remaining employees.
19. Student may discuss a trouble area such as hospitalization for observation, or differentiating a new case from the recurrence of a previous illness or injury.

Regardless of the area discussed, student will provide evidence that they understand the issue at hand.

ANSWERS—CASE STUDY

1. Some of the uses for such records are as follows: to provide safety personnel with the means for an objective evaluation of their incident problems and with a measurement of the overall progress and effectiveness of their safety program; identify high incident rate units, plants, or departments and problems areas so extra effort can be made in those areas; provide data for an analysis of incidents pointing to specific causes or circumstances, which can then be attacked by specific countermeasures; create interest in safety among supervisors or team leaders by furnishing them with information about their department's incident experience; provide supervisors and safety committees with hard facts about their safety problems so their efforts can be concentrated; measure the effectiveness of individual countermeasures and determine if specific programs are doing the job they were designed to do; assist management in performance evaluation.
2. Sunrise Enterprises should keep and maintain the following incident reports and injury records: First Aid Report, Incident Investigation Report, Employee Injury and Illness Record, the monthly summary of injuries and illnesses, and the annual report.