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

QUIZ 1 (20 POINTS TOTAL)

d. any of the above

True/False (6	points)	۱
---------------	---------	---

True/	/False (6 points)
	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
	D. Taise
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
Multi	iple Choice (6 points)
	The Williams-Steiger Occupational Safety and Health Act (OSHAct) was established inand
/•	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

9.	The collection of injury data generally begins
	a. at the accident site
	b. in the first aid department
	c. in the manager's office
	d. at the hospital
10.	Every establishment subject to the OSHAct is obliged to post its annual summary by
	a. January 1st
	b. February 1st
	c. February 15th
	d. March 1st
11.	An establishment subject to the OSHAct must post its annual summary
	a. for 30 days
	b. for 60 days
	c. until the next annual summary is due
	d. none of the above (OSHAct does not require posting of information)
12.	Companies should consult which of the following publications for the latest information on record
	keeping requirements?
	a. The OSHA Recordkeeping Handbook
	b. OSHA Rules and Regulations
	c. Record-Keeping: A Manual for the Safety Professional
	d. Occupational Injuries and Illnesses Guide
Shor	t Answer (6 points)
	Aside from OSHA, who else might require an establishment to maintain injury and illness records?
14	What three things should an incident report accomplish?
	what times things should an instacht report accomplish.
15.	What is the benefit of a self-coding incident investigation report?

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?
	t Essay (2 points) Records or incidents and injuries are extremely beneficial to the safety professional. Explain how a safety professional might make use of such records.
QUIZ	Z 2 (20 POINTS TOTAL)
	(False (6 points) 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
Mult	iple 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

- 11. Which formula should be used for calculating incidence rates of recordable cases?
 - a. (number of injuries and illnesses × 200,000) divided by total hours worked by all employees during period covered
 - b. (number of lost workdays × 200,000) divided by total hours worked by all employees during period covered
 - c. number of injuries and illnesses divided by (total hours worked by all employees x number of employees)
 - d. both a and b
 - e. both b and c
- 12. Which nonsafety professional is responsible for making a detailed report of each incident?
 - a. injured worker's supervisor
 - b. human resources manager
 - c. medical staff manager
 - d. legal department manager

Shor	rt Answer (6 points)
13.	How might a company utilize bulletin boards to engage workers' interest in safety? What information can they post?
14.	A good record-keeping system can help the safety professional in a number of ways. Name 4.

15. Briefly describe the record-keeping system discussed in the chapter.

16. Explain the difference in the way a control chart is used for safety purposes as opposed to one used for manufacturing purposes.

17.	List the three things an incident report should accomplish.
18.	Why should the safety professional be concerned with off-the-job injuries?
	t Essay (2 points) 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.