



Recordkeeping & Data Analysis Key to Reducing Workplace Injuries & Workers' Comp Costs

Many employers maintain OSHA 300 logs to comply with federal recordkeeping requirements, but effective recordkeeping goes beyond OSHA 300 log compliance. Additional documentation about each accident (including near misses) that occurs in your workplace can be an invaluable tool to identify safety and health process issues, manage the workers' compensation claims process, and establish the link between investments in accident prevention and profitability. Furthermore, recordkeeping can provide key information necessary to spot injury trends within your business and prioritize corrective actions necessary to control workers' compensation expenses.

All accidents, incidents and near misses should be investigated to help determine a cause. Once a root cause is established, corrective actions can be implemented when possible and verified over a period of time to ensure strategies are working.

As you gather data about your company's injuries over a period of time, examine the information to see if there are any trends in the following areas:

- Are most of your injuries occurring on a particular day (i.e. Mondays and/or Fridays) or time? Do you seem to have problems with one particular shift?
- Is there a particular department or area where injuries seem to be occurring at a higher rate?
- Is there any commonality with injury type (e.g. burns, cuts, back strains, etc.) or affected body parts?
- Do you notice any trends with how injuries are caused (e.g. slips & falls, liquid splashed in face, hands in equipment, etc.)
- Do specific pieces of machinery or equipment seem to be contributing to an overabundance of injuries?
- Are weather conditions a common factor?

Records of workers' compensation claims costs should also be maintained to complement injury and illness data. Considered in tandem, this information can be used to help justify the purchase of new or replacement safety equipment. Keeping up with the costs of injuries in the workplace can help focus training efforts, inspections, resources and safety emphasis programs on the areas where they are most needed. Examples of specific costs associated with workplace injuries include direct medical costs, increased workers' compensation premiums resulting from disability payments and claim reserves, attorney fees, settlement costs, as well as decreased productivity and increased employee turnover.

As part of a comprehensive safety and health program, comprehensive recordkeeping and data analysis is an enlightening process to keep your employees safe, reduce workers' compensation costs and increase your company's bottom line.

For more information about maximizing the impact of your company's recordkeeping, please call Shawn Combs, Group Safety Account Executive at (877) 360-3608, ext. 2364.