

North Carolina Department of Labor  
Division of Occupational Safety and Health

Field Information System

Operational Procedure Notice 113  
SN/OPN

**Subject:** Collection of OSHA-200 Log Data

A. Purpose. This Notice establishes a requirement for the collection and recording of three years of injury and illness information.

B. Scope. This Notice applies statewide for every inspection of an employer required to keep injury and illness information.

C. Background. Current inspection procedures as contained in Chapter III of the Compliance Operations Manual require that every inspection of an employer include an examination and verification of injury and illness records. In recent years, policies dictating the amount of OSHA-200 log information that should be recorded on inspection forms have been established at the district level. At a minimum, one year of data has been recorded on the OSHA-1, and as much as five years have been recorded by some districts, which mirrors the requirement of the previously utilized OSHA 1-C Page 2. The information secured through the review of injury and illness data has been used during the inspection process to identify potential problem areas at a worksite where injuries and illnesses have occurred.

The information required as a result of this Notice will be used to measure the impact of OSHA intervention, as we move toward a results oriented performance based program.

D. Action. Effective **October 1, 1996**, Compliance Safety and Health Officers (CSHO) shall review the employer's injury and illness records for at least three calendar years prior to the year of the inspection, and record the information on the OSHA-200 screen using the IMIS application on the NCR. CSHOs will not need to calculate the Lost Workday Injury Rate (LWIR) since it is automatically calculated when the OSHA-200 data is entered into the NCR. The number of employee hours worked and the average number of full time employees will be required to be entered into the system to facilitate the rate calculation. This information is entered at the summary OSHA-200 data screen. If the records are reviewed and found to be exactly

the same as the last time recorded, the CSHO may mark Item 32 on the OSHA-1, "Data Not Available", rather than again copy the duplicate numbers into the system. CSHOs can print blank OSHA-200 screens through any form containing establishment processing capabilities. This OPN supplements and in some cases supercedes policies and procedures contained in the Compliance Operations Manual.

September 27, 1996

Date

(Signed on Original)

Charles N. Jeffress

Director