

December 21, 2006

RE: Voluntary Completion of OSH Survey by Government Units

Dear Sir or Madam:

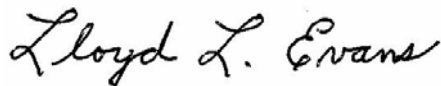
I am writing to request your assistance in expanding the Occupational Safety and Health (OSH) Survey in Illinois. The purpose of the survey is to identify workplace injury and illness causes and then, with the help of safety personnel, design procedures to reduce future injuries and illnesses. The accompanying survey booklet is requesting injury and illness data for your governmental unit for calendar year 2006. At present, your reporting is voluntary; however, we strongly encourage you to participate in this very important survey. Last year's participation was 88 percent and we would like to exceed that percentage this year. Your participation provides needed data to ascertain occupations, types of injuries and illnesses (strained backs, turned ankles, carpal tunnel, etc.), and the actions causing the injury or illness (lifting, alighting, typing, etc) so that preventive intervention can be designed, implemented, and evaluated.

Reporting does not need to be time consuming. Here are suggestions to ease your burden. *Submit your survey response online at <https://idcf.bls.gov>.* Your department timekeeper should have the numbers for completing Section 1 on page 3. We suggest utilizing your OSHA Form 300 that you are required to keep for the Illinois Department of Labor. Simply transfer the column totals from the OSHA Form 300A to Section 2 on page 3 of the survey. If you have to report more than 30 incidents that resulted in lost workdays (total of column H from the OSHA Form 300), please call us at (217) 524-2098 and we may be able to cut your workload by selecting a sample of injuries and illnesses to report. If you have no cases to report, you can also contact us at (217) 524-2098 and an intake person will be glad to take your information. Please have sections 1 and 2 completed prior to calling.

Rather than completing the Case with Days Away from Work form, we will accept photocopies of either the Workmen's Compensation Form 45 or OSHA Form 301 (please add job titles) along with the OSHA Form 300. These two documents will provide the information needed for the survey. When these tasks are complete, sign the back of the booklet and mail it to us in the provided envelope.

Please take the time to complete the enclosed survey, as the information is important in reducing injuries in the workplace. Thank you in advance for your participation.

Respectfully,



Lloyd L. Evans, Acting Manager
Occupational Disease Registry



DEPARTMENT OF
LABOR
DIPARTMENTON HUMOTNAT

MARIA S. CONNELLEY, Director • BRICA U. PEREZ, Acting Deputy Director

FELIX P. CAMACHO
Governor
MICHAEL W. CRUZ, M.D.
Lieutenant Governor

GOVERNMENT OF GUAM DEPARTMENT/AGENCY HEAD

The Guam Department of Labor, Bureau of Labor Statistics (BLS), Occupational Safety and Health Statistics (OSHS) is responsible for collecting statistical data on occupational injuries and illnesses and for assisting employers with their safety efforts. By learning more about job-related hazards, the BLS-OSHS division can help both employers and employees to enhance their safety efforts, further reducing injuries and incidents, lowering workers' compensation costs, and increasing worker productivity. BLS-OSHS division conducts the survey and statistical data is collected on an annual basis by the Department of Labor (BLS-OSHS) program through the Annual Survey of Occupational Injuries and Illnesses.

Your organization has been selected to participate in the Annual Survey. Your participation in the annual survey is important and completely voluntary. (Please disregard the words "mandatory" and "required" in the enclosed booklet). We need your help to complete this meaningful survey.

Records of injuries and illnesses that occurred in the workplace for the location identified on the attached booklet cover need to be reported for the 2005 calendar year. You may wish to contact your claims administrator, carrier or association to request their assistance in performing this reporting activity.

All information provided by you and other randomly selected organizations through the Annual Survey are considered confidential in accordance with applicable Guam and federal law. The information collected is used for statistical purposes only. All data is collected and aggregated according to the North American Industry Classification System (NAICS) code—no individual agencies or organization will be identified.

If you have any questions or need assistance, please feel free to contact Arlene S. Borja at 475-7056. Our office is located at GCIC Building, Suite 802, Rm-G, 414 W. Soledad Ave., Hagatna Guam 96910.

Sincerely yours,


MARIA S. CONNELLEY
Director

If you need assistance, please feel free to contact Arlene Borja at (671) 475-7056.
If you call please have the following three items ready:

1. The attached booklet with the identifying file number printed on the cover.
2. The annual average number of employees for the selected site.
3. An estimate of the total annual hours worked for all employees at the selected site.

If you need help in calculating the answers to the questions in Sections 1 & 2 of the survey booklet you will receive assistance during your phone call.

Thank you for helping make Guam a safer place to work.



JOHN ELIAS BALDACCI
GOVERNOR

DEPARTMENT OF LABOR
BUREAU OF LABOR STANDARDS
45 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0045

LAURA A. FORTMAN
COMMISSIONER

WILLIAM A. PEABODY
DIRECTOR

NOTICE

Dear Public Sector Official:

Enclosed please find the annual **Survey of Occupational Injuries and Illnesses for 2006**. Your participation is mandatory under Maine Public Law 1989, Chapter 712, which replaces Public Law 91-596 that appears in the enclosed booklet. The first mail-out went out the second week in January. This report must be completed and returned to our office even if no OSHA recordable work-related injuries and illnesses occurred in your workplace. The **Survey** must be completed and returned by the date shown on the cover.

If you have any questions or concerns please call Steve Laundrie at 624-6447.

Cordially,

Steve Laundrie
Statistician
Maine Department of Labor
Bureau of Labor Standards





JOHN ELIAS BALDACCI
GOVERNOR

DEPARTMENT OF LABOR
BUREAU OF LABOR STANDARDS
45 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0045

LAURA A. FORTMAN
COMMISSIONER

WILLIAM A. PEABODY
DIRECTOR

NOTICE

Dear Fire Department/Rescue/Ambulance Official:

Enclosed please find the annual **Survey of Occupational Injuries and Illnesses for 2006**. Your participation is mandatory under Maine Public Law 1989, Chapter 712 which replaces Public Law 91-596 that appears in the enclosed booklet. This report must be completed and returned to our office even if no OSHA recordable work-related injuries and illnesses occurred in your workplace. Please note the following clarifications:

For Question 2 under **Section 1 – Establishment Information**, please be sure to include all fire department employees, **INCLUDING VOLUNTEERS, WHETHER PAID OR UNPAID**.

For Question 3, please count only the hours worked while the employees were conducting fire department and/or rescue and/or ambulance activities. This should include time spent working at the fire station, attending meetings, drilling, training, maintaining fire equipment, fighting fires, and responding to other emergency calls. Also, if applicable, please include time on call while on duty at a fire station. Do NOT include the time spent at home or time spent working at another job, whether the firefighter is on call or not. If you do not have an exact number for Question 3, we will accept an estimate of the total hours worked. **ON THE NEXT PAGE IS AN EXAMPLE OF HOW TO CALCULATE HOURS WORKED FOR A VOLUNTEER FIRE DEPARTMENT.**

NOTE: For injuries or illnesses with days away from work and/or restricted work activity please count only the days lost as a fire department employee. **Do not count days lost from other jobs or vocations.**

If you have any questions or concerns, please call Steve Laundrie at 624-6447.

Cordially,

Steve Laundrie
Statistician
Maine Department of Labor
Bureau of Labor Standards





JOHN ELIAS BALDACCI
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DEPARTMENT OF LABOR
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LAURA A. FORTMAN
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WILLIAM A. PEABODY
DIRECTOR

PHONE: (207)624-6440 (Voice)



PRINTED ON RECYCLED PAPER
(800) 794-1110 TTY (HEARING IMPAIRED ONLY)

FAX: (207)624-6449

HOW TO CALCULATE EMPLOYMENT AND HOURS WORKED FOR A VOLUNTEER FIRE DEPARTMENT

Below is an example of how to calculate the employment and total hours worked for a volunteer fire department.

EXAMPLE:

Chief Don Smith of the Town A fire department received the **Survey of Occupational Injuries and Illnesses**. He needs to calculate the average employment and hours worked.

He has 25 volunteers, both firefighters and rescue people. He enters 25 for the answer to Question 2 – average employment.

He calculates the total hours worked using the following method:

- 1) There is a monthly meeting for the entire department. He estimates that on average about 20 people attend the meeting. An average meeting lasts 2 hours. 20 people times 2 hours per meeting times 12 meetings per year equals **480** hours.
- 2) For the firefighters, there are training sessions twice a month. He estimates that about 18 people attend each training session. He figures that an average training session lasts about 3 hours. 18 people times 3 hours per session times 24 training sessions per year equals **1296** hours.
- 3) For the rescue people, there are training sessions once a month. He estimates that about 10 people attend each training session. He figures that an average training session lasts about 2 hours. 10 people times 2 hours per session times 12 training sessions per year equals **240** hours.
- 4) As far as emergency calls are concerned, Chief Smith had 60 calls in 2002. There was quite a variety of calls but he estimates that an average call involved about 14 firefighters and/or rescue people. He also figures that each call lasted about an hour and a half. 14 people times an hour and a half per call times 60 calls equals **1260** hours.
- 5) The total hours worked for 2004 equals **480 + 1296 + 240 + 1260** or **3276** hours. He answers question 3 with the number **3276**.



JOHN ELIAS BALDACCI
GOVERNOR

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BUREAU OF LABOR STANDARDS
45 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0045

LAURA A. FORTMAN
COMMISSIONER

WILLIAM A. PEABODY
DIRECTOR

NOTICE

Dear Municipal Public Works/Highway Official:

Enclosed please find the annual **Survey of Occupational Injuries and Illnesses for 2006**. Your participation is mandatory under Maine Public Law 1989, Chapter 712 which replaces Public Law 091-596 which appears in the enclosed booklet. This report must be completed and returned to our office even if no OSHA recordable work-related injuries and illnesses occurred in your workplace. Please note the following clarifications:

This survey covers municipal public works/highway employees and certain contract workers only.

For Questions 2 and 3 under **Section 1 - Establishment Information** be sure to include the employment and hours worked by municipal public works / highway department employees. This includes all employees, whether paid or volunteer - including Workfare and Aspire participants. Also, include the hours worked by contract employees **if** they are directly supervised by a municipal public works official. Do NOT include information on contract employees if they are NOT directly supervised by a municipal public works official.

If the municipal public works/highway department on the label does not exist, or all of your employees are contracted and NOT directly supervised by a municipal public works official then please return the survey booklet with a note indicating this.

NOTE: For injuries or illnesses with days away from work please count only the calendar days lost as a public works / highway department employee. Do not count days lost from other jobs or vocations.

If you have any questions please call Steve Laundrie at 624-6447.

Cordially,

Steve Laundrie
Statistician
Maine Department of Labor
Bureau of Labor Standards





JOHN ELIAS BALDACCI
GOVERNOR

DEPARTMENT OF LABOR
BUREAU OF LABOR STANDARDS
45 STATE HOUSE STATION
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LAURA A. FORTMAN
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WILLIAM A. PEABODY
DIRECTOR

NOTICE

Dear Municipal Central Office Official:

Enclosed please find the annual **Survey of Occupational Injuries and Illnesses for 2006**. Your participation is mandatory under Maine Public Law 1989, Chapter 712, which replaces Public Law 091-596 which appears in the enclosed booklet. This report must be completed and returned to our office immediately even if no OSHA recordable work-related injuries and illnesses occurred in your workplace. Please note the following clarifications:

For Questions 2 and 3, under **Section 1 – Establishment Information**, please be sure to include all Municipal Central Office (Administration) Employees **whether paid or unpaid** INCLUDING VOLUNTEERS, ELECTED, AND APPOINTED OFFICIALS AS WELL AS INTERNS, WORKFARE/GENERAL ASSISTANCE WORKERS, and ASPIRE participants. Do not include non-administrative employees such as firefighters, police officers, public works/highway employees, librarians, parks and recreation employees, and school officials.

If you do not have an exact number for Question 3, we will accept an estimate of the total hours worked. **ON THE NEXT PAGE IS AN EXAMPLE OF HOW TO CALCULATE EMPLOYMENT AND HOURS WORKED FOR MUNICIPAL GOVERNMENT - ADMINISTRATION.**

NOTE: For injuries or illnesses with days away from work please count only the days lost as a Municipal Office employee. Do not count days lost from other jobs or vocations.

If you have any questions please call Steve Laundrie at 624-6447.

Cordially,

Steve Laundrie
Statistician
Maine Department of Labor
Bureau of Labor Standards



HOW TO CALCULATE EMPLOYMENT AND HOURS WORKED FOR MUNICIPAL ADMINISTRATION EMPLOYEES

Town A is a small municipality. Most municipal work is done by unpaid volunteers. For municipal government, employment and hours worked are calculated as follows:

- 1) The town office has a **town clerk** and a combination **treasurer/tax collector/administrative assistant**. They work 18 hours a week. The hours worked for these employees equals 2 employees times 18 hours per week times 50 work weeks a year equals **1800** hours.
- 2) The 3 members of the **Board of Selectmen**. These members along with the **Town Clerk** meet for the regular **Town Council** meeting twice a month. Each meeting lasts about 2 hours. The result is 4 employees times 2 hours per meeting times 24 meetings per year equals **192** hours.
- 3) There are 5 members of the **Planning Board**. These members as well as the **Administrative Assistant** meet once a month for about an hour and a half. The result is 6 employees times one hour and a half per meeting times 12 meetings per year equals **108** hours.
- 4) There are several municipal committees. The **Budget Committee** consists of 4 people meeting once a month for about two hours a meeting. This results in 4 employees times 2 hours per meeting times 12 meetings per year or **96** hours. The **Conservation Committee** consists of 3 people meeting once a month for about an hour a meeting. This results in 3 employees times 1 hour per meeting times 12 meetings per year or **36** hours. The **Cemetery Committee** meets in the spring and summer only. There are 4 people meeting once a week for 6 months at about 2 hours per meeting. This results in 4 employees times 25 meetings per calendar year times 2 hours per meeting or **200** hours. Since these 4 employees work only a year, for this survey we count them as 2 year-round employees.
- 5) There are 2 Workfare participants who work at the central office. Each Workfare employee works about 20 hours a week for a total of 40 hours per week times 50 weeks per year totalling **2000** hours.
- 6) The **Annual Average Employment** equals $2 + 3 + 5 + 4 + 3 + 2 + 2 = \mathbf{21}$ employees.
- 7) The **Total Hours Worked** equals $\mathbf{1800 + 192 + 108 + 96 + 36 + 200 + 2000 = 4432}$ hours.



JOHN ELIAS BALDACCI
GOVERNOR

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BUREAU OF LABOR STANDARDS
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04333-0045

LAURA A. FORTMAN
COMMISSIONER

WILLIAM A. PEABODY
DIRECTOR

NOTICE

Dear County Administration Official:

Enclosed please find the annual **Survey of Occupational Injuries and Illnesses for 2006**. Your participation is mandatory under Public Law 1989, Chapter 712 which replaces Public Law 091-596 which appears in the enclosed booklet. This report must be completed and returned to our office even if no OSHA recordable work-related injuries and illnesses occurred in your workplace. Please note the following clarifications:

For Questions 1 and 2, under **Tell Us About Your Establishment's Employees and Hours They Worked**, please be sure to include all County Central Office (Administration) Employees **whether paid or unpaid** INCLUDING VOLUNTEERS, ELECTED, AND APPOINTED OFFICIALS AS WELL AS INTERNS, WORKFARE/GENERAL ASSISTANCE WORKERS, and ASPIRE participants. Do not include non-administrative employees such as county jail employees, sheriffs department employees, district attorney employees, and so forth.

NOTE: For injuries or illnesses with days away from work please count only the days lost as a Municipal Office employee. Do not count days lost from other jobs or vocations.

If you have any questions please call Steve Laundrie at 624-6447.

Cordially,

Steve Laundrie
Statistician
Maine Department of Labor
Bureau of Labor Standards





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04333-0045

LAURA A. FORTMAN
COMMISSIONER

WILLIAM A. PEABODY
DIRECTOR

NOTICE

Dear County District Attorney Official:

Enclosed please find the annual **Survey of Occupational Injuries and Illnesses for 2006**. Your participation is mandatory under Maine Public Law 1989, Chapter 712 which replaces Public Law 091-596 which appears in the enclosed booklet. This report must be completed and returned to our office even if no OSHA recordable work-related injuries and illnesses occurred in your workplace. Please note the following clarification.

This survey pertains to county employees who work at the District Attorney's Office on the survey booklet label only. Do NOT include other county employees such as county clerks, sheriffs, and so forth. Also, do not include information on state employees.

If you have any questions please call Steve Laundrie at 624-6447.

Cordially,

Steve Laundrie
Statistician
Maine Department of Labor
Bureau of Labor Standards





JOHN ELIAS BALDACCI
GOVERNOR

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45 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0045

LAURA A. FORTMAN
COMMISSIONER

WILLIAM A. PEABODY
DIRECTOR

NOTICE

Dear County Jail Official:

Enclosed please find the annual **Survey of Occupational Injuries and Illnesses for 2006**. Your participation is mandatory under Maine Public Law 1989, Chapter 712 which replaces Public Law 091-596 which appears in the enclosed booklet. This report must be completed and returned to our office even if no OSHA recordable work-related injuries and illnesses occurred in your workplace. Please note the following clarification:

This survey pertains to **employees who work at the County Jail only**. Do not include information on County Sheriff employees. Also do not include other county employees such as the County Clerk, Register of Probate, Register of Deeds, and so forth.

If you have any questions please call Steve Laundrie at 624-6447.

Cordially,

Steve Laundrie
Statistician
Maine Department of Labor
Bureau of Labor Standards





JOHN ELIAS BALDACCI
GOVERNOR

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45 STATE HOUSE STATION
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04333-0045

LAURA A. FORTMAN
COMMISSIONER

WILLIAM A. PEABODY
DIRECTOR

NOTICE

Dear County Sheriff Official:

Enclosed please find the annual **Survey of Occupational Injuries and Illnesses for 2006**. Your participation is mandatory under Maine Public Law 1989, Chapter 712, which replaces Public Law 091-596 which appears in the enclosed booklet. This report must be completed and returned to our office even if no OSHA recordable work-related injuries and illnesses occurred in your workplace. Please note the following clarification.

This survey pertains to **employees who work at the County Sheriff's Office only**. Do not include other county employees such as county jail employees, county district attorney employees, County Clerk, Register of Deeds, Register of Probate, and so forth.

If you have any questions please call Steve Laundrie at 624-6447.

Cordially,

Steve Laundrie
Statistician
Maine Department of Labor
Bureau of Labor Standards





JOHN ELIAS BALDACCI
GOVERNOR

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45 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0045

LAURA A. FORTMAN
COMMISSIONER

WILLIAM A. PEABODY
DIRECTOR

NOTICE

Dear State District Attorney Official:

Enclosed please find the annual **Survey of Occupational Injuries and Illnesses for 2006**. Your participation is mandatory under Public Law 1989, Chapter 712 which replaces Public Law 091-596 which appears in the enclosed booklet. This report must be completed and returned to our office even if no OSHA recordable work-related injuries and illnesses occurred in your workplace. Please note the following clarification:

This survey pertains to **state employees who work at the District Attorney's Office for the Prosecutorial District listed on the label only**. Please do not include information on any county employees.

If you have any questions please call Steve Laundrie at 624-6447.

Cordially,

Steve Laundrie
Statistician
Maine Department of Labor
Bureau of Labor Standards





JOHN ELIAS BALDACCI
GOVERNOR

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AUGUSTA, MAINE
04333-0045

LAURA A. FORTMAN
COMMISSIONER

WILLIAM A. PEABODY
DIRECTOR

NOTICE

Dear Central Office School Official:

Enclosed please find the annual **Survey of Occupational Injuries and Illnesses for 2006**. Your participation is mandatory under Public Law 1989, Chapter 712 which replaces Public Law 091-596 which appears in the enclosed booklet. This report must be completed and returned to our office even if no OSHA recordable work-related injuries and illnesses occurred in your workplace. Please note the following clarifications:

For Questions 1 and 2, under **Part 1A – Establishment Information**, please be sure to include all Central Office (Administration) Employees **whether paid or unpaid** INCLUDING ELECTED AND APPOINTED OFFICIALS.

If you do not have an exact number for Question 2, we will accept an estimate of the total hours worked. **ON THE NEXT PAGE IS AN EXAMPLE OF HOW TO CALCULATE EMPLOYMENT AND HOURS WORKED FOR SCHOOL ADMINISTRATION.**

NOTE: For injuries or illnesses with days away from work please count only the days lost as a School Administration employee. Do not count days lost from other jobs or vocations.

If you have any questions please call Steve Laundrie at 624-6447.

Cordially,

Steve Laundrie
Statistician
Maine Department of Labor
Bureau of Labor Standards



HOW TO CALCULATE EMPLOYMENT AND HOURS WORKED FOR A CENTRAL OFFICE OF A SCHOOL DISTRICT OR SCHOOL DEPARTMENT

Below is an example of how to calculate the employment and total hours worked for the central office of a school department.

EXAMPLE:

School Administrative District 9988 has a central office that happens to be physically located in the high school. It still is considered to be a SEPARATE establishment. There are **6** employees in this office. SAD 9988 has a school board consisting of **5** members. Also, SAD 9988 does NOT have a bus garage so records of injuries and illnesses are maintained on the log for the central office. There are 12 school bus drivers working roughly $\frac{3}{4}$ of a calendar year. $12 \text{ times } \frac{3}{4}$ equals **9**. The average employment (Question 1 under part 1A) equals **6 + 5 + 9** or **20** employees.

- 1) Inside this office is the superintendent, an assistant superintendent, 3 full-time employees, and 1 part-time employee. The superintendent works an average of about a 50 hours per week year round. That equals one employee times 50 hours per week times 50 workweeks per year or **2500** hours. The 3 full-time employees work 40 hours per week year round. 3 employees times 40 hours per week times 50 workweeks per year equals **6000** hours. The part-time employee works 20 hours per week year round. One employee times 20 hours per week times 50 workweeks per year equals **1000** hours.
- 2) The School Board meets once a week year-round. Each meeting lasts about 2 hours. There are 5 members of the School Board. 5 employees times 2 hours per meeting times 50 meetings per year equals **500** hours.
- 3) The School District has NO bus garage. The bus drivers have no fixed establishment so they should be classified under the central office (unless they work at another school facility). There are 12 bus drivers working 4 hours per day for the school year only. 12 drivers times 4 hours per day times 183 school days equals **8784** hours.
- 4) The total hours worked equals **2500 + 6000 + 1000 + 500 + 8784** or **18784** hours. Question 2 on Part 1A equals **18784**.

Statement on label placed on New Jersey government units:

Your participation in this survey is mandatory under the New Jersey Public Employees Occupational Safety & Health Act (N.J.S.A. 34:6A-25 et seq.) covering state and local government entities. Data obtained from government units are considered public information, and, as such, will be published in summary form.