

**SUPPORTING STATEMENT FOR
THE INFORMATION COLLECTION REQUIREMENT ON
REPORTS OF INJURIES TO EMPLOYEES OPERATING
MECHANICAL POWER PRESSES (29 CFR 1910.217(g))¹
OFFICE OF MANAGEMENT AND BUDGET (OMB)
CONTROL NO. 1218-0070 (May 2009)**

JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

The main objective of the Occupational Safety and Health Act of 1970 (“the Act”) is to “assure so far as possible every working man and woman in the Nation safe and healthful working conditions and to preserve our human resources” (29 U.S.C. 651). To achieve this objective, the Act authorizes “the development and promulgation of occupational safety and health standards” (29 U.S.C. 651).

With regard to recordkeeping, the Act specifies that “[e]ach employer shall make, keep and preserve, and make available to the Secretary . . . such records . . . as the Secretary . . . may prescribe by regulation as necessary or appropriate for the enforcement of this Act . . .” (29 U.S.C. 657). The Act states further that “[t]he Secretary . . . shall . . . prescribe such rules and regulations as [he/she] may deem necessary to carry out [his/her] responsibilities under this Act, including rules and regulations dealing with the inspection of an employer’s establishment” (29 U.S.C. 657).

Under the authority granted by the Act, the Occupational Safety and Health Administration (“OSHA” or “the Agency”) published a provision at 29 CFR 1910.217(g) for general industry titled “Reports of Injuries to Employees Operating Mechanical Power Presses” (“the Provision”).² Items 2 and 12 below describe in detail the specific information collection requirement of the Provision.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

In the event an employee is injured while operating a mechanical power press, 29 CFR 1910.217(g) requires an employer to provide information to OSHA regarding the accident within

¹The purpose of this Supporting Statement is to analyze and describe the burden hours and costs associated with this Provision that contains a paperwork requirement; this Supporting Statement does not provide information or guidance on how to comply with, or how to enforce, the Provision.

²The Agency has additional collections of information with different OMB Control Numbers in its Standard on Mechanical Power Presses (e.g., inspection, maintenance, and modification of presses (29 CFR 1910.217(e)(1)(i) and (ii)) (OMB Control No. 1218-0229) and Presence sensing device initiation (PSDI) (29 CFR 1910.217(h)) (OMB Control No. 1218-0143)).

30 days of the accident. This information includes the employer's and employee's names, workplace address and location, injury sustained, task being performed when the injury occurred, number of operators required for the operation and the number of operators provided with controls and safeguards, cause of the accident, type of clutch, safeguard(s), and feeding method(s) used, and means used to actuate the press stroke. OSHA's Directorate of Safety Standards Programs (currently, the Directorate of Standards and Guidance), or the State agency administering a plan approved by the Assistant Secretary of Labor for Occupational Safety and Health, collects the information. These reports are a source of up-to-date information on power press machines. Particularly, this information identifies the equipment used and conditions associated with these injuries.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burdens.

Employers may use automated, electronic, mechanical, or other technological information collection techniques, or other forms of information technology (e.g., electronic submission of responses), when reporting or maintaining records associated with the information collection requirement in 29 CFR 1910.217(g). The Agency wrote the paperwork requirement of the Standard in performance-oriented language (i.e., in terms of what data to collect, not how to record the data). Approximately 8 percent of the reports were received by email.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

The OSHA 300 log requires employers to record the name and job title of the employee, as well as the date of injury, location of injury, and a description of the injury. It does not, however, require the employer to provide details such as the type of clutch, safeguard(s), and feeding method(s) used, and the means used to actuate the press stroke. Thus, much of the information required by 29 CFR 1910.217(g) is not otherwise required to be provided to OSHA. This additional information is particularly useful to OSHA in understanding the causes of injuries related to the operation of mechanical power presses.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

The information collection requirement specified by the Provision does not have a significant impact on a substantial number of small entities.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

The collection of information is for the purpose of employee safety and health in the workplace and is the minimum amount necessary and appropriate. Employers submit information when an employee is injured when operating a mechanical power press.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- requiring respondents to report information to the agency more often than quarterly;
- requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
- requiring respondents to submit more than an original and two copies of any document;
- requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;
- in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;
- requiring the use of statistical data classification that has not been reviewed and approved by OMB;
- that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

No special circumstances exist that require employers to collect information using the procedures specified by this item. The requirement is within the guidelines set forth in 5 CFR 1320.5.

8. If applicable, provide a copy and identify the date and page number of publication in the *Federal Register* of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to those comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years -- even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

As required by the Paperwork Reduction Act of 1995 (44 U.S.C. 3506(c)(2)(A)), OSHA published a notice in the *Federal Register* on March 26, 2009 (74 FR 13266, Docket No. OSHA-2009-0006) requesting public comment on its proposal to extend the Office of Management and Budget's (OMB) approval of the information collection requirement specified by 29 CFR 1910.217(g) (Reports of injuries to employees operating mechanical power presses). This notice was part of a preclearance consultation program to provide the general public and government agencies with an opportunity to comment on OSHA's request for an extension by

OMB of a previous approval of the information collection requirement found in the Provision. The Agency received no comments in response to its notice.

9. Explain any decision to provide any payment or gift to respondents, other than reenumeration of contractors or grantees.

The Agency will not provide payments or gifts to the respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The paperwork requirement specified by the Provision does not require the collection of confidential information.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

The Provision does not require providing sensitive information.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**
- **If this request for approval covers more than one form, provide separate hour burden estimates for each form.**
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.**

Burden Hour and Cost Determinations

The burden hours are calculated by multiplying the estimated total number of responses per year by the average time per response. In the past three years, OSHA's Directorate of Standards and Guidance (previously named the Directorate of Safety Standards Programs) received 113 reports of injuries to employees operating mechanical power presses (an average of approximately 38 annually).

OSHA estimates that it takes an employer 15 minutes (.25 hour) to obtain information and to prepare the written report; and five minutes (.08 hour) for a secretary to submit the report to

14. Provide estimates of the annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.

OSHA estimates that a Safety Specialist (GS-12, step 5), with an hourly wage rate of \$39.70, spends an average of 15 minutes (.25 hour) reviewing each injury report. The Agency receives an average of 38 reports annually. Therefore, the total cost of these paperwork requirements to the Federal government is:

$$\text{Cost: } 38 \text{ reports} \times .25 \text{ hour} \times \$39.70 = \$377$$

15. Explain the reasons for any program changes or adjustments.

The Agency reports an adjustment decrease of 3 burden hours (from 16 to 13 hours). This decrease is a result of a decline in the number of reports received by OSHA annually.

16. For collections of information whose results will be published, outline plans for tabulation, and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection information, completion of report, publication dates, and other actions.

OSHA will not publish the information collected under the Provision.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be appropriate.

No forms are available for the Agency to display the expiration date.

18. Explain each exception to the certification statement in ROCIS.

OSHA is not seeking an exception to the certification statement specified in ROCIS.