

Survey of Occupational Injuries and Illnesses, 2020



YOUR RESPONSE IS REQUIRED BY LAW WITHIN 30 DAYS.

Please correct your company address as needed.

**For your convenience, you can submit your survey response
on our website at <https://idcf.bls.gov>.**

We estimate it will take you an average of 24 minutes to complete this survey (ranging from 10 minutes to 5 hours per package), including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding the estimates or any other aspect of this survey, including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Occupational Safety and Health Statistics (1220-0045), 2 Massachusetts Avenue, N.E., Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. **DO NOT SEND THE COMPLETED FORM TO THIS ADDRESS.**

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (44 U.S.C. 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

BLS-9300 N06

Steps to Complete this Survey

This survey requires employers to provide information about work-related injuries and illnesses based upon the information you have maintained for Calendar Year 2020 on your Occupational Safety and Health Administration (OSHA) *Forms for Recording Work-Related Injuries and Illnesses*. Copies of these forms were sent to you in late 2019. Under Public Law 91-596, all establishments that receive this **mandatory** survey must complete and return it within 30 days, even if they had **no** work-related injuries and illnesses during 2020. The instructions below outline the steps to complete the survey regardless of whether your establishment did or did not have injuries or illnesses in 2020.

- Step 1:** Complete this survey only for the establishment(s) noted on the front cover under “**Report for this Location.**” If you are unsure, please call the number(s) listed on the front of this form in the “**For Help Call:**” section.
- Step 2:** Check “**Your Company Address**” printed on the front cover. Make any necessary corrections directly on the front cover.
- Step 3:** Refer to your establishment’s OSHA *Forms for Recording Work-Related Injuries and Illnesses*. Copies of these forms were sent to you in late 2019. Form 300A from that mailing is shown immediately below.

Copy this information to Section 2 of this survey.

Copy this information to Section 1 of this survey.

Copy your “User ID” from the label to Section 1.

NAICS code location.

- If you had **no** work-related injuries or illnesses in 2020, answer all questions in Sections 1 and 4 of the survey.
 - If you had at least one work-related injury or illness in 2020, answer all questions in Sections 1, 2 and 4 of the survey.
 - Report cases with **Days Away From Work** (with or without days of job transfer or restriction) in Section 3.
- Step 4:** In case we have questions, write the name of the person who completed this survey in Section 4: Contact Information, on the last page of this survey.
- Step 5:** Return this survey and any attachments in the enclosed envelope within 30 days of the date your establishment received it.

Section 1: Establishment Information

Instructions: Using your completed Calendar Year 2020 *Summary of Work-Related Injuries and Illnesses* (OSHA Form 300A), copy the establishment information into the boxes. If these numbers are not available on your OSHA Form 300A, or if your establishment does not keep records needed to answer (2) and (3) below, you can estimate using the steps that follow on the next page.

1. Enter your "User ID" from the front cover. →
2. Enter the annual average number of employees for 2020. →
3. Enter the total hours worked by all employees for 2020. →
4. Check any conditions that might have affected your answers to questions 2 and 3 above during 2020:

<input type="checkbox"/> Strike or lockout	<input type="checkbox"/> Shorter work schedules or fewer pay periods than usual
<input type="checkbox"/> Shutdown or layoff	<input type="checkbox"/> Longer work schedules or more pay periods than usual
<input type="checkbox"/> Seasonal work	<input type="checkbox"/> Other reason: _____
<input type="checkbox"/> Natural disaster or adverse weather conditions	<input type="checkbox"/> Nothing unusual happened to affect our employment or hours figures
5. Did you have ANY work-related injuries or illnesses during 2020?
 - Yes. Go to Section 2: Summary of Work-Related Injuries and Illnesses, 2020, directly below.
 - No. Go to Section 4: Contact Information, on the back cover.

Section 2: Summary of Work-Related Injuries and Illnesses, 2020

Instructions:

1. Refer to the OSHA *Forms for Recording Work-Related Injuries and Illnesses* for the location referenced on the front cover of the survey under "**Report for this Location.**" If you prefer, you may enclose a photocopy of your *Summary of Work-Related Injuries and Illnesses* (OSHA Form 300A).
2. If more than one establishment is noted on the front cover of this survey, be sure to include the OSHA Form 300A for all of the specified establishments.
3. If any total is zero on your OSHA Form 300A, write "0" in that total's space below.
4. The **total** Number of Cases recorded in G + H + I + J must equal the **total** Injury and Illness Types recorded in M (1 + 2 + 3 + 4 + 5 + 6).

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types

Total number of ...			
(M)			
(1) Injuries	_____	(4) Poisonings	_____
(2) Skin disorders	_____	(5) Hearing loss	_____
(3) Respiratory conditions	_____	(6) All other illnesses	_____

If you had any work-related deaths in 2020, please tell us on the line below where you assigned/classified each death within the list of items (M1) through (M6) provided under **Injury and Illness Types** above (e.g., "fatal case was due to injury resulting from fall" or "death resulted from respiratory conditions") _____

Steps to estimate annual average number of employees for 2020:

Step 1:

To calculate the annual average number of employees your establishment paid during 2020, you must calculate the total number of employees your establishment paid for all periods. Add the number of employees your establishment paid in every pay period during Calendar Year 2020. Count all employees that you paid at any time during the year and include full-time, part-time, temporary, seasonal, salaried, and hourly workers. Note that pay periods could be monthly, weekly, bi-weekly, etc.

Example:

Acme Construction paid its employees in 12 pay periods during 2020:

<u>Pay Period</u>	<u>Number of Employees Paid Per Pay Period</u>
1	30
2	0
3	35
4	37
5	37
6	40
7	43
8	42
9	37
10	35
11	30
12	<u>+26</u>
	392 (total number of employees paid over all pay periods)

Step 2:

Divide the total number of employees (from Step 1) by the number of pay periods your establishment had in 2020. Be sure to count any pay periods when you had no (zero) employees.

Example:

Acme Construction had 12 pay periods and paid a total of 392 employees during these pay periods.

392 divided by 12 = 32.67

Step 3:

Round the answer you computed in Step 2 to the next highest whole number. Write that number in the box for Section 1, Question 2 on the previous page.

Example:

Acme would round 32.67 to 33.

Steps to estimate total hours worked by all employees for 2020:

Step 1:

Determine the number of full-time employees at your establishment.

Example:

Of Acme's 33 employees in 2020, 28 were full-time.

Step 2:

Determine the number of hours generally worked by a full-time employee for a year. Multiply the number of full-time employees you calculated in Step 1 by this number. This total number of full-time hours worked should exclude vacation, sick leave, holidays, and any other non-work time.

Example:

Each of Acme's 28 full-time employees worked an average of 2,000 hours per year after excluding vacation, sick leave, holidays, and other non-work time. This works out to 40 hours per week for 50 weeks of the year.

28	full-time employees
<u>X 2,000</u>	hours per year
56,000	total full-time hours

Step 3:

Determine the number of hours of overtime worked by your full-time employees.

Determine the number of regular hours worked by your non-full-time employees. (Non-full-time employees include part-time, seasonal, and temporary employees.)

Add these numbers to the number you calculated in Step 2 above. This is the estimated number of hours worked by all of your employees, full-time and non-full-time, during 2020. Write this number in Section 1, Question 3 on the previous page.

Example:

Acme's 28 full-time employees worked a total of 2,800 hours of overtime during 2020 and 56,000 regular hours. Acme's 5 part-time employees worked a total of 2,716 hours during 2020.

56,000	full-time hours from Step 2
2,800	over time hours
<u>+ 2,716</u>	part-time hours
61,516	total hours worked

Injury and Illness Case Form

Tell us about a 2020 work-related injury or illness **only** if it resulted in days away from work. To find out which case(s) you should report, read the instructions at the beginning of **Section 3: Reporting Cases**.

Tell us about the Case

Go to your completed OSHA Form 300. Copy the case information from that form into the spaces below.

Employee's name (Column B)	Job title (Column C)	Date of injury or onset of illness (Column D)	Number of days away from work (Column K)	Number of days of job transfer or restriction (Column L)
_____	_____	____/____/20 <small>month day year</small>	_____	_____

Tell us about the Employee

Check if time cannot be determined

1. Check the category which best describes the employee's regular type of job or work: (optional)

O	S	E
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office, professional, business, or management staff	Healthcare	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product assembly,	Delivery or driving	Food service
	Cleaning, maintenance	Material handling (e.g. stocking, loading/unloading, moving, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction	Farming or driving	Farming
Other: _____	Food service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product assembly,	Cleaning, maintenance	Material handling (e.g. stocking, loading/unloading, moving, etc.)
	or building, grounds	Farming

1. Check the category which best describes the employee's regular type of job or work: (optional)

O	S	E
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency installation or service	Material handling (e.g. stocking, loading/unloading, moving, etc.)	
App. machines, equipment	Farming	
Black or African American		
Other: _____		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander		

2. Employee's race or ethnic background: (optional) check one or more

White Not available Asian Black or African American Hispanic or Latino Native Hawaiian or Other Pacific Islander

3. Employee's age: _____ OR date of birth: _____

White Not available Check if time cannot be determined

4. Employee's date hired: _____

NOTE: You may either answer questions (3) to (13) or attach a copy of a supplementary document that answers them.

5. Employee's gender:

Male Female

6. Employee's date hired: _____

NOTE: You may either answer questions (3) to (13) or attach a copy of a supplementary document that answers them.

7. Employee's gender:

Male Female

8. Employee's date hired: _____

NOTE: You may either answer questions (3) to (13) or attach a copy of a supplementary document that answers them.

Tell us about the Incident

Answer the questions below or attach a copy of a supplementary document that answers them.

6. Was employee treated in an emergency room? yes no

7. Was employee hospitalized overnight as an in-patient? yes no

8. Time employee began work: _____ am pm

9. Time of event: _____ am pm OR

Tell us about the Incident

Event occurred: (optional) before during after work shift

10. What was the employee doing just before the incident occurred?

Describe the activity as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

8. Time employee began work: _____ am pm

9. Time of event: _____ am pm OR

11. What happened? Tell us how the injury or illness occurred.

Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

12. What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."

13. What object or substance directly harmed the employee? Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

Section 4: Contact Information

Fill in the name, title, and phone number of the person who completed this survey in case we have questions.

Printed name

() - _____
Telephone number

Ext. _____ Fax number _____

Title

/ /
Today's date

Use the return envelope to send us the **entire package** – everything that we sent you – within 30 days of the date your establishment received it. If the return envelope is missing, send the **entire package** to the return address on the front cover (look for **Address for Return Envelope**).

Section 5: If You Need Help . . .

If you have any questions or if you need help completing this survey, call the phone number(s) that is listed below for your State. The phone number(s) may be for an office outside your State, but they will be able to help you. If you prefer to write, send your letter to the return address on the front of this package.

Alabama
(334) 956-7440, 7444
(334) 956-7492 fax

Alaska
(907) 465-6034
(907) 465-4506 fax

Arizona
(602) 542-3739
(602) 542-6360 fax

Arkansas
(501) 682-4872
(501) 682-4509
(501) 682-4754 fax

California
(415) 703-3020
(415) 703-3029 fax

Colorado
(972) 850-4821
(972) 850-4822
(972) 850-4810 fax

Connecticut
(860) 263-6272
(860) 263-6263 fax

Delaware
(302) 451-3412
(302) 451-3497 fax

District of Columbia
(202) 442-9010, 5930, 5926
(202) 442-4833 fax

Florida
(215) 861-5628, 5625
(215) 861-5736 fax

Georgia
(404) 656-7089
(404) 463-0737, 0753, 0738
(404) 656-5529 fax

Guam
(671) 300-6339
(671) 475-7063 fax

Hawaii
(808) 586-9001
(808) 586-9022 fax

Idaho
(415) 625-2275, 2267
(415) 625-2294 fax

Illinois
(217) 524-2098
(217) 558-4122 fax

Indiana
(317) 232-2668
(317) 233-3790 fax

Iowa
(515) 725-5611
(515) 725-7924 fax

Kansas
(785) 581-7479
(785) 296-2151 fax

Kentucky
(502) 564- 4105, 4259
(502) 564- 4137, 4125
(502) 564-0539 fax

Louisiana
(225) 342-3126
(225) 342-3269 fax

Maine
(207) 623-7903
(207) 623-7937 fax

Maryland
(410) 527-4460, 4461, 4462
(410) 527-4497 fax

Massachusetts
(617) 626-6945
(617) 626-6944 fax

Michigan
(517) 284-7788
(517) 284-7815 fax

Minnesota
(888) 589-6322
(651) 284-5726 fax

Mississippi
(404) 893-1934, 8344
(404) 893-8343 fax

Missouri
(573) 751-3802, 2719
(573) 751-2319 fax

Montana
(406) 444-3297
(406) 444-4140 fax

Nebraska
(402) 471-3547, 1545
(800) 599-5155
(402) 471-6523 fax

Nevada
(866) 931-1215
(702) 486-9197, 9187
(702) 486-9175 fax

New Hampshire
(617) 565-2302
(617) 565-3847 fax

New Jersey
(609) 984-3604
(609) 633-0618 fax

New Mexico
(505) 476-8740
(505) 476-8735 fax

New York
(888) 425-1323
(888) 807-0410 fax

North Carolina
(919) 707-7765
(919) 733-2186 fax

North Dakota
(312) 353-7253
(312) 353-7230 fax

Ohio
(866) 569-7806
(614) 995-8608
(614) 728-6460 fax

Oklahoma
(312) 353-7253
(312) 353-7230 fax

Oregon
(503) 947-7030
(503) 947-7312 fax

Pennsylvania
(800) 238-9412
(717) 772-8319 fax

Puerto Rico
(787) 754-5300, ext. 3032,
3036, 3051, 3056, 3057
(787) 754-5360 fax

Rhode Island
(617) 565-2302
(617) 565-3847 fax

South Carolina
(803) 896-7659, 7683
(803) 896-7670 fax

South Dakota
(312) 353-7253
(312) 353-7230 fax

Tennessee
(615) 741-1748
(800) 778-3966
(615) 253-5501 fax

Texas
(866) 237-6405
(512) 804-4652 fax

Utah
(801) 530-6926, 6823
(801) 526-9206 fax

Vermont
(802) 828-4327
(802) 828-4050 fax

Virgin Islands
(340) 776-3700 ext. 2019
(340) 715-5740 fax

Virginia
(804) 786-1995
(804) 786-2376 fax

Washington
(360) 902-5640
(360) 902-5559 fax

West Virginia
(304) 558-0212 ext. 3054
(304) 558-1343 fax

Wisconsin
(800) 884-1273
(608) 221-6292
(608) 221-6297 fax

Wyoming
(307) 473-3838
(307) 473-3863 fax