#### OMB No. 1220-0045

# Survey of Occupational Injuries and Illnesses, 2022



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.** 

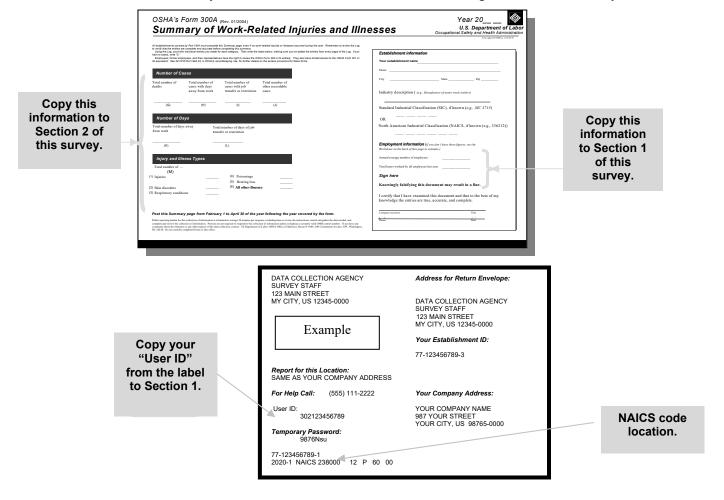
The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical 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 2022 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 2021. 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 2022. The instructions below outline the steps to complete the survey regardless of whether or not your establishment had injuries or illnesses in 2022.

- 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 2021. Form 300A from that mailing is shown immediately below.



- If you had **no** work-related injuries or illnesses in 2022, answer all questions in Sections 1 and 4 of the survey.
- If you had at least one work-related injury or illness in 2022, answer all questions in Sections 1, 2 and 4 of the survey.
- Report cases with *Days Away From Work, or with 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 2022 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 2	022.
3.	Enter the total hours worked by all employees for 20	D22. →
4. Check any conditions that might have affected your answers to questions 2 and 3 above during 2022:		
	<ul> <li>Strike or lockout</li> <li>Shutdown or layoff</li> <li>Seasonal work</li> <li>Natural disaster or adverse weather conditions</li> </ul>	□ Shorter work schedules or fewer pay periods than usual □ Longer work schedules or more pay periods than usual □ Other reason: □ Nothing unusual happened to affect our employment or hours figure
5.	<i>y</i>	elated Injuries and Illnesses, 2022, directly below.

# Section 2: Summary of Work-Related Injuries and Illnesses, 2022

#### **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		Total number of days	
away from work		of job transfer or restriction	
(K)		(L)	
Injury and Illness Typ	oes		
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 2022, 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 2022:

#### Step 1:

To calculate the annual average number of employees your establishment paid during 2022, 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 2022. 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 2022:

Pay Period	Number of Employees Paid
	Per Pay Period
1	30
2 3	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)
Example:	
-	ction had 12 pay periods and paid a total of
	1 7 1
392 employee	s during these pay periods.
392 divided by	2 = 32.67
Example:	
Acme would	ound 32.67 to 33.

# Step 3:

Step 2:

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.

Divide the total number of employees (from Step 1) by the number of pay periods your establishment had in 2022. Be sure to count any pay

periods when you had no (zero) employees.

# Steps to estimate total hours worked by all employees for 2022:

#### Step 1:

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

#### Example:

Of Acme's 33 employees in 2022, 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 X 2,000 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 2022. 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 2022 and 56,000 regular hours. Acme's 5 part-time employees worked a total of 2,716 hours during 2022.

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

## **Section 3: Reporting Cases**

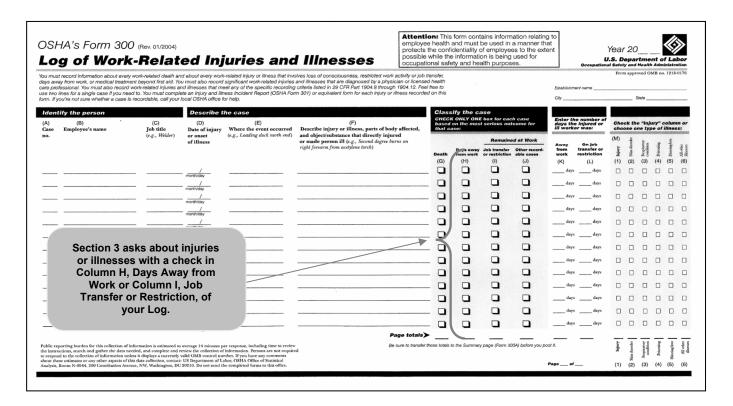
#### **Instructions:**

- 1. If you had **NO** cases with days away from work (Column H) and **NO** cases with days of job transfer or restriction (Column I), please proceed to Section 4: Contact Information.
- 2. If you had cases with days away from work (Column H) or cases with days of job transfer or restriction (Column I), please complete Section 3. To identify the individual cases to report, follow these steps:
  - Step 1: Go to your completed OSHA Form 300.

    Note each case that has a check in Column (H) or Column (I).

    These are the only cases you should report.

    See the illustration in Step 3 below.
  - **Step 2:** Fill out one Injury and Illness Case Form for each case that you identified in Step 1. You can find most of the information on a supplementary document such as the *Injury and Illness Incident Report* (OSHA Form 301), a workers' compensation report, an accident report, or an insurance form.
  - Step 3: If more than one establishment is noted on the front cover under "Report for this Location," be sure to look at all your OSHA Form 300's to find which cases to report.



- Step 4: We have designed this survey to ensure that you do not have to report more than 8 cases. If you have more than 8 cases, please go to Section 5: If You Need Help . . . at the back of this booklet and call the phone number(s) listed for your State for assistance. If you need additional Injury and Illness Case Forms, you may either photocopy a blank form or go to Section 5: If You Need Help . . . at the back of this booklet and call the phone number(s) listed for your State.
- **Step 5:** When you are finished, proceed to Section 4: Contact Information on the back cover of this booklet and provide information for the person who completed this survey.

## **Injury and Illness Case Form**

5. Employee's gender: Male Male Female

Tell us about each 2022 work-related injury or illness case if it resulted in days away from work (Column H in Section 2 on Page 3) or days of job transfer or restriction (Column I in Section 2 on Page 3). One Injury and Illness Case Form should be completed for each injury or illness case. We have designed this survey to ensure that you do not have to report more than 8 cases. If you have more than 8 cases, please contact the office whose number appears on the front of the survey form.

8 cases, please contact the office whose number appears on the front of the survey form.					
Tell us about the Case					
Go to your completed OSHA Form 300.	Copy the case information fr	rom 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)	
		month day year		·	
Tell us about the Employee		Tell us about	the Incident		
1. Check the category which <i>best</i> describes th of job or work: (optional)	e employee's regular type	Answer the question document that answer		py of a supplementary	
Office, professional, business,	Healthcare	6. Was employee treated in an emergency room? $\square_{yes} \square_{no}$			
or management staff  Sales	Delivery or driving Food service	7. Was employee hospitalized overnight as an in-patient? $\square_{yes}$			
Product assembly, product manufacture	Cleaning, maintenance of building, grounds	8. Time employee be	gan work:	$\_$ $\square$ $am$ $\square$ $pm$	
Repair, installation or service	Material handling (e.g., stocking,	9. Time of event:	$\square$ $am$ $\square$ $p$	m OR Check if time cannot be determined	
	loading/unloading, moving, etc.) Farming			during after work shif	
Other:	C	10 What was the em	nlovee doing just hefe	ore the incident occurred?	
Employee's race or ethnic background: (optional-check one or more)  American Indian or Alaska Native  Asian  Black or African American		Describe the active mployee was using while carrying room.	ity as well as the tools, ng. Be specific. <i>Exam</i>	equipment, or material the poles: "climbing a ladder ing chlorine from hand	
<ul> <li>☐ Hispanic or Latino</li> <li>☐ Native Hawaiian or Other Pacific Island</li> <li>☐ White</li> <li>☐ Not available</li> </ul>	ler	Examples: "When "Worker was spra	Tell us how the injury a ladder slipped on wet yed with chlorine when orker developed sorene	floor, worker fell 20 feet"; a gasket broke during	
<b>NOTE:</b> You may either answer questions (3) to supplementary document that answers them.	o (13) or attach a copy of a		•		
3. Employee's age: OR date of birth:		was affected and h "pain," or "sore."	now it was affected; be Examples: "strained b	s the part of the body that more specific than "hurt," ack"; "chemical burn,	
4. Employee's date hired: $\frac{1}{month} \frac{1}{day} \frac{1}{ye}$	ar	hand"; "carpal tun	nel syndrome."		
OR check length of service at establishme occurred:	nt when incident				
Less than 3 months			ubstance directly hari		
From 3 to 11 months From 1 to 5 years More than 5 years			ete floor"; "chlorine"; apply to the incident, lo	radial arm saw." If this eave it blank.	

## **Injury and Illness Case Form**

Female

Tell us about each 2022 work-related injury or illness case if it resulted in days away from work (Column H in Section 2 on Page 3) or days of job transfer or restriction (Column I in Section 2 on Page 3). One Injury and Illness Case Form should be completed for each injury or illness case. We have designed this survey to ensure that you do not have to report more than 8 cases. If you have more than 8 cases, please contact the office whose number appears on the front of the survey form.

<b>Tell us about the Case</b> 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 of job transfer or restriction (Column L)  Number of days of job transfer or restriction (Column L)		
Tell us about the Employee	Tell us about the Incident		
Check the category which best describes the employee's regular type of job or work: (optional)  Office, professional, business, or management staff Sales Product assembly, product manufacture Repair, installation or service of machines, equipment Construction Other:  Employee's race or ethnic background: (optional-check one or more)  American Indian or Alaska Native Asian Black or African American Hispanic or Latino Native Hawaiian or Other Pacific Islander White Not available	Answer the questions below or attach a copy of a supplementary document that answers them.  8. Was employee treated in an emergency room?		
NOTE: You may either answer questions (3) to (13) or attach a copy of a upplementary document that answers them.  5. Employee's age:OR date of birth://	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,		
Employee's date hired:  \[ \frac{1}{month} \frac{1}{day} \frac{1}{year} \]  OR check length of service at establishment when incident	hand"; "carpal tunnel syndrome."		
Less than 3 months From 3 to 11 months From 1 to 5 years More than 5 years	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	
	1			
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.

prefer to write, send you
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
(816) 285-7031
(972) 850-4821
(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
(908) 928-1327
(215) 861-5637
(215) 861-5736 fax
Georgia
(404) 893-1934, 8344
(404) 893-8343 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

i to the return address
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) 291-6084 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, 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
(312) 353-7253
(312) 353-7230 fax
Missouri
(573) 751-3802, 2719
(573) 751-2319 fax
Montana
(406) 444-3297
(406) 444-4140 fax

ront of this package.
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) 565-1840 fax
New Jersey
(609) 984-3604
(609) 633-0618 fax
New Mexico
(505) 699-6194
(505) 699-7188
(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
(405) 521-6599, 6858
(405) 521-6021 fax
Oregon (502) 047 7020
(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
5050, 5051, 5050, 5057

**Rhode Island** (617) 565-2302 (617) 565-1840 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) 760-7101 (802) 828-4050 fax Virgin Islands (340) 776-3700 ext. 2074 (340) 715-5740 fax Virginia (804) 786-1995 (804) 786-2376 fax Washington (360) 902-5640 (360) 902-5559 fax West Virginia (304) 558-2660 (304) 957-7635 fax Wisconsin (800) 884-1273 (608) 221-6292 (608) 221-6297 fax Wyoming (307) 473-3838 (307) 473-3863 fax

(787) 754-5360 fax