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| <b>Series</b><br>400 Personnel            | <b>Effective Date</b><br>12/09/2022 | <b>Review Date</b><br><i>Three Years</i> | <b>Directive Number</b><br><br><b>403.4</b>   |
| <b>Chapter</b><br>403 - Employee Wellness |                                     |  |   |
| <b>Reviewing Office</b><br>Police Medical |                                     |  | <input type="checkbox"/> <b>New Directive</b><br><input checked="" type="checkbox"/> <b>Revised</b><br><small>Revisions in <i>italics</i></small> |
| <b>References</b>                         |                                     |  |   |

## **OCCUPATIONAL INJURY REPORTING**

### **403.4 - 1 PURPOSE**

The purpose of this directive is to ensure that all members, both sworn and non-sworn, follow the rules and regulations governed under the Michigan Occupational Safety and Health Act (MIOSHA).

### **403.4 - 2 Procedures**

In accordance with the Michigan Occupational Safety and Health Act (MIOSHA), all commands shall maintain, available for inspection by authorized federal and state government officials, specific information documenting all occupational injuries and illnesses.

#### **403.4 - 2.1 Log and Summary of Occupational Injuries and Illnesses, MIOSHA 300 Form**

1. All commands shall maintain the Log and Summary of Occupational Injuries and Illnesses, MIOSHA 300 Form. Completion of the form is self-explanatory with detailed instructions on the reverse side. The information needed to complete the MIOSHA 300 Form shall be obtained from the Report of Injury or Disability (DPD101) for sworn members, and the Report of Injury of Disability (CofD 28-RE) for non-sworn members, after review by Police Medical to determine whether the injury is recordable under MIOSHA guidelines.
2. Current procedures governing the preparation of injury or disability reports for both sworn and non-sworn members shall continue. However, one (1) additional copy of the Report of Injury or shall be prepared. The injury reports will continue to be forwarded to either Police Medical or *Police Personnel* as required. Police Medical will review the Report of Injury or Disability (DPD101) for members to ascertain whether the injury or illness is recordable under MIOSHA guidelines.

### **403.4 - 3 Recordable Injury Determination**

A determination by Police Medical that an injury or illness is recordable under MIOSHA guidelines in no way implies that the injury or illness is compensable under Department guidelines. The two processes are separate and distinct.

**403.4 Occupational Injury Reporting****403.4 - 3.1 Members**

Police Medical will review all injury reports to determine whether the injury or illness is recordable. If a determination is made that the injury is recordable under MIOSHA guidelines, a copy of the Report of Injury or Illness will be appropriately marked and returned to the parent command for entry on the MIOSHA 300 Form. If the injury is not recordable, no notification will be made and no entry is required on the MIOSHA 300 Form.

**403.4 - 3.2 Assigned Out Members**

Commands receiving injury reports designated as recordable under MIOSHA guidelines for assigned out members shall forward the copy of the injury report to the member's current place of assignment. The forwarded copy shall be retained by the command to which the member is currently assigned and appropriate information shall be recorded on the MIOSHA Form 300.

**403.4 - 3.3 Entries on MIOSHA 300 Form**

1. An entry shall be made on the MIOSHA 300 Form for every recordable, injury, illness, or fatality. Injury and illness entries must be made within six (6) days of notification that the injury or illness is recordable. Fatality entries must be made within eight (8) hours of notification that the fatality is recordable. The copy of the Report of Injury or Illness for both sworn and non-sworn members returned from Police Medical, which are deemed recordable, shall be retained in a separate file and made available to authorized federal and state officials.
2. If a reported exposure incident is deemed recordable, the member's name, badge number, and all other information which could be used to identify the sworn or non-sworn member must be effectively redacted from the copy of the injury report kept in the MIOSHA file. Confidentiality laws regarding HIV and/or hepatitis exposure incidents preclude the release of any identifying information regarding the member.

**403.4 - 3.4 Year End Posting of MIOSHA 300 Form**

1. The MIOSHA 300 Form serves as both the log of occupational injuries and illnesses on which the occurrence and extent of cases are recorded throughout the year and as the summary of occupational injuries and illnesses, which is used to summarize the log at the end of each calendar year. Each command shall post an annual summary of occupational injuries and illnesses for their command.
2. The summary shall be completed no later than one (1) month after the close of each calendar year and shall be posted no later than February 1<sup>st</sup>. The form shall remain posted until April 30<sup>th</sup>. The last page of the MIOSHA 300 Form, Annual Summary 300A, shall be used for this purpose by totaling the column entries on the log. The commanding officer shall sign and date the certification portion of the form. Instructions identifying which columns to total are on the reverse side of the form.

**403.4 Occupational Injury Reporting****403.4 - 3.5 Updating the MIOSHA 300 Form After Year End Close**

In addition to keeping the MIOSHA 300 Form on a calendar year basis, commands are required to update this form to include newly discovered cases, or to reflect changes which occurred in previously recorded years after the end of the year. If there is a change in the extent or outcome of an injury or illness which affects an entry during the five (5) year retention period, the first entry should be lined out and a corrected entry made on that log. Also, new entries should be made for previously unrecorded cases or for cases that initially were not recorded but were found to be recorded after the end of the year in which the case occurred. Log totals should also be modified to reflect these changes.

**403.4 - 3.6 Retention of MIOSHA 300 Form and Corresponding Injury Reports**

Both the MIOSHA 300 Form and the copy of the Report of Injury or Illness for both sworn and non-sworn members pertaining to recordable injuries shall be retained for a period of five (5) years following the end of the year to which they relate.

**403.4 - 3.7 Inspection of MIOSHA Related Reports**

1. The MIOSHA 300 Form and related injury reports shall be made available for inspection and copying by authorized federal and state government officials during an occupational safety or health inspection investigation.
2. Sworn and non-sworn members, former members or their representatives shall have access to the MIOSHA 300 Form only; members shall not have access to any injury reports.
3. Sworn and non-sworn member access to the MIOSHA 300 Form is limited to the records of the command in which the member currently works or formerly worked.