

# FSIS EMPLOYEE INJURY AND ILLNESS RECORDKEEPING FLOWCHART

## Instructions:

Please refer to [www.tinyurl.com/FSIS-ESHG](http://www.tinyurl.com/FSIS-ESHG) under OSHA Topics for supplemental information on the OSHA forms (301 report, 300 log, 300A summary). Further information on workers' compensation can be obtained by sending an email to: [askworkerscomp@fsis.usda.gov](mailto:askworkerscomp@fsis.usda.gov) or by calling 1-800-370-3747.

### Workers' Compensation

Does the employee want to file a workers' compensation claim? If so, complete Form CA1 or CA2.

Note: A CA1/CA2 form is completed only when an employee requests to file a claim.

Also

**AN FSIS EMPLOYEE EXPERIENCED AN INJURY OR ILLNESS.**

Is it work-related?

YES

NO

Event does not get recorded on an OSHA Form.

Did the following occur within 24 hours of the injury/illness:

- An inpatient hospitalization?
- Amputation?
- Loss of an eye?

OR

Did a fatality occur within 30 days of the injury/illness?

YES

NO

### OSHA Reportable

Report it to OSHA, the FSIS District Manager, and the FSIS ESHG Occupational Safety and Health Specialist assigned to the District **AND** complete OSHA Forms 301 and 300.

Did it result in any of the following:

- Days away from work?
- Medical treatment beyond first aid?
- Loss of consciousness?
- Restricted work or transfer to another job?

OR

- Has a licensed health care professional diagnosed a significant injury or illness?

NO

No action is needed because it is not an OSHA recordable incident.

YES

**OSHA Recordable**  
Complete OSHA Forms 301 and 300.

And

At the end of the calendar year, summarize the OSHA Form 300 using the OSHA Form 300A. Post the 300A from February 1 to April 30.

And

A dotted line box refers to a WC process.

A curved box is a decision-making question.

A rectangular, gray box is an action or status.