Your response is required by law within 30 days.

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

Please correct your company address as needed.

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 of 2002 (Title 5 of Public Law 107-347) 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.

OMB No. 1220-0045
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 2018 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 2017. 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 2018. The instructions below outline the steps to complete the survey regardless of whether your establishment did or did not have injuries or illnesses in 2018.

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 2017. Form 300A from that mailing is shown immediately below.

If you had no work-related injuries or illnesses in 2018, answer all questions in Sections 1 and 4 of the survey.

If you had at least one work-related injury or illness in 2018, 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.

Report cases with Job Transfer or Restriction (without days away from work) in Section 3 if you are reporting for a private industry establishment whose six-digit NAICS code begins with these numbers: 111, 336, 445, 484, 713, or 722 (see mailing label example for NAICS code location).

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 2018 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 2018.

3. Enter the total hours worked by all employees for 2018.

4. Check any conditions that might have affected your answers to questions 2 and 3 above during 2018:
   - [ ] Strike or lockout
   - [ ] Shutdown or layoff
   - [ ] Seasonal work
   - [ ] Natural disaster or adverse weather conditions
   - [ ] 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 figures

5. Did you have ANY work-related injuries or illnesses during 2018?
   - [ ] Yes. Go to Section 2: Summary of Work-Related Injuries and Illnesses, 2018, directly below.
   - [ ] No. Go to Section 4: Contact Information, on the back cover.

Section 2: Summary of Work-Related Injuries and Illnesses, 2018

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).

<table>
<thead>
<tr>
<th>Number of Cases</th>
<th>Total number of deaths</th>
<th>Total number of cases with days away from work</th>
<th>Total number of cases with job transfer or restriction</th>
<th>Total number of other recordable cases</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(G)</td>
<td>(H)</td>
<td>(I)</td>
<td>(J)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Total number of days away from work</th>
<th>Total number of days of job transfer or restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(K)</td>
<td>(L)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Injury and Illness Types</th>
<th>Total number of …</th>
</tr>
</thead>
<tbody>
<tr>
<td>(M)</td>
<td>(1) Injuries</td>
</tr>
<tr>
<td></td>
<td>(2) Skin disorders</td>
</tr>
<tr>
<td></td>
<td>(3) Respiratory conditions</td>
</tr>
<tr>
<td></td>
<td>(4) Poisonings</td>
</tr>
<tr>
<td></td>
<td>(5) Hearing loss</td>
</tr>
<tr>
<td></td>
<td>(6) All other illnesses</td>
</tr>
</tbody>
</table>

If you had any work-related deaths in 2018, 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 2018:

**Step 1:**
To calculate the annual average number of employees your establishment paid during 2018, 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 2018. 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 2018:

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Number of Employees Paid Per Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>35</td>
</tr>
<tr>
<td>4</td>
<td>37</td>
</tr>
<tr>
<td>5</td>
<td>37</td>
</tr>
<tr>
<td>6</td>
<td>40</td>
</tr>
<tr>
<td>7</td>
<td>43</td>
</tr>
<tr>
<td>8</td>
<td>42</td>
</tr>
<tr>
<td>9</td>
<td>37</td>
</tr>
<tr>
<td>10</td>
<td>35</td>
</tr>
<tr>
<td>11</td>
<td>30</td>
</tr>
<tr>
<td>12</td>
<td>+26</td>
</tr>
</tbody>
</table>

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 2018. 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 2018:

**Step 1:**
Determine the number of full-time employees at your establishment.

**Example:**
Of Acme’s 33 employees in 2018, 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.

\[
\frac{28 \text{ full-time employees} \times 2,000 \text{ hours per year}}{56,000 \text{ total full-time hours}}
\]

**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 2018. 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 2018 and 56,000 regular hours. Acme’s 5 part-time employees worked a total of 2,716 hours during 2018.

\[
\frac{56,000 \text{ full-time hours from Step 2}}{2,800 \text{ over time hours}}
\]

\[
\frac{+2,716 \text{ part-time hours}}{61,516 \text{ total hours worked}}
\]
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) and/or cases with days of job transfer or restriction only (Column I), please complete Section 3. You should report all cases with days away from work (with or without job transfer or restriction). If you are reporting for a private industry establishment whose six-digit NAICS code begins with: 111, 336, 445, 484, 713, or 722, you should also report all cases with days of job transfer or restriction (without days away from work). Your NAICS code is located on the mailing label on the front of this booklet. 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) and/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 approximately 16 cases. If you have significantly more than 16 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

Tell us about a 2018 work-related injury or illness only if it resulted in days away from work or job transfer/restriction. 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.

<table>
<thead>
<tr>
<th>Employee’s name (Column B)</th>
<th>Job title (Column C)</th>
<th>Date of injury or onset of illness (Column D)</th>
<th>Number of days away from work (Column K)</th>
<th>Number of days of job transfer or restriction (Column L)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tell us about the Employee

1. 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: ______________________

2. 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

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

3. Employee’s age: _____ OR date of birth: _________/_______/_______

4. Employee’s date hired: _________/_______/_______
   OR check length of service at establishment when incident occurred:
   - Less than 3 months
   - From 3 to 11 months
   - From 1 to 5 years
   - More than 5 years

5. Employee’s gender:
   - Male
   - Female

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 ☐ Check if time cannot be determined
   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.”

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.
Injury and Illness Case Form

Tell us about a 2018 work-related injury or illness only if it resulted in days away from work or job transfer/restriction. 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.

<table>
<thead>
<tr>
<th>Employee’s name (Column B)</th>
<th>Job title (Column C)</th>
<th>Date of injury or onset of illness (Column D)</th>
<th>Number of days away from work (Column K)</th>
<th>Number of days of job transfer or restriction (Column L)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>/ /18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tell us about the Employee

1. 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: ______________________

☐ Healthcare
☐ Delivery or driving
☐ Food service
☐ Cleaning, maintenance of building, grounds
☐ Material handling (e.g., stocking, loading/unloading, moving, etc.)
☐ Farming

2. 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

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

3. Employee’s age: ______ OR date of birth: / /year

4. Employee’s date hired: / /year

OR check length of service at establishment when incident occurred:

☐ Less than 3 months
☐ From 3 to 11 months
☐ From 1 to 5 years
☐ More than 5 years

5. Employee’s gender:

☐ Male
☐ Female

Tell us about the Incident

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

8. Was employee treated in an emergency room? ☐ yes ☐ no

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

8. Time employee began work: ______ am pm

9. Time of event: ______ am pm OR ☐ Check if time cannot be determined

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.”

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.

<table>
<thead>
<tr>
<th>Printed name</th>
<th>Telephone number</th>
<th>Ext.</th>
<th>Fax number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>( ) -</td>
<td></td>
<td>( ) -</td>
</tr>
</tbody>
</table>

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.