

## **osha300online™: Overview**

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OSHA 300 Online has been designed to reduce the employer's paperwork burden associated with the record keeping requirements of the OSHA regulations effective as of January 1, 2002. It has been further updated in order to comply with the additional OSHA reporting requirements as of January 1, 2004. It is ideally suited for any employer including those that report their Workers' Compensation claims via an 800 telephone reporting services or are simply tired of the hassles normally associated with the manual preparation of the Log. Whether you are an employer with a single location or a corporate Risk Manager with 50 different entities and 5,000 locations throughout the country, OSHA 300 Online will organize, store, and maintain this most critical data safely and efficiently while ensuring complete compliance with the new OSHA regulations. It is also guaranteed to be 100% accurate.

Further, you may wish to keep in mind that the penalty imposed by OSHA for failure to properly maintain the 300 Log is a *minimum* of \$750 for *each* location for *each* year the Log is required to be maintained (5 years). Equally as onerous though is the fact that failure to properly comply with these recordkeeping requirements also puts the rest of your OSHA compliance issues under a microscope and automatically exposes your company to additional citations and penalties. Is it really worth the risk?

### **SAVES TIME**

The OSHA 300 Online program simplifies the cumbersome and time-consuming manual process into a few keystrokes and the click of a mouse, and is the most efficient and cost effective method ever devised for maintaining the OSHA Log. In fact, OSHA estimates the employer's paperwork burden to be 14 minutes per response on the 300 Log, and 50 minutes to compile the data onto the Summary of Work-Related Injuries and Illnesses, Form 300A. Using OSHA 300 Online, those times are reduced to 2 minutes and 0 minutes respectively.

### **IMPORTING DATA**

OSHA 300 Online also has the capability of importing data from other database programs. In many instances, employers have stored prior years information in either Excel (TM), Word (TM), or Access (TM), and this data can be safely and conveniently imported into OSHA 300 Online where it can be used to run reports (See Reports below). This service is generally provided at no additional charge.

### **HOW IT WORKS**

This unique service begins with a decision process to determine whether an incident is recordable. If not recordable, the data may optionally be entered into the file in order to provide a complete overview of all incidences incurred by the employer, but the entry will not print on the Log itself. If recordable, the data is then entered onto the 300 Log that permits an unlimited number of entries to be made by location. Each page of the Log automatically totals the number of lost time days, job transfer days, and the 10 separate classifications of injury/illnesses. It then simultaneously updates those results onto the Form 300A, the Summary of Work-Related Injuries and Illnesses that is to be publicly posted beginning in February of each year. If changes are made to a prior year's log in subsequent years, all totals are automatically recalculated, and this can be of critical importance to the company executive who is required to certify the completeness and accuracy of the log.

At the end of the calendar year, OSHA 300 Online also computes 12 separate Injury/Illness Incidence Rates that may be utilized as a basis of comparison with Bureau of Labor Statistics (BLS) results for employers whose work and workforce size are similar. The BLS Quartile Data results for the most recent year available are linked directly to the OSHA 300 Online web site for ready reference. The OSHA 300 Log and the Form 300A may be modified at any time and are stored on our servers for a period of seven years. These forms may also be e-mailed to other interested parties, risk managers, or directly to OSHA on demand.

## **CONFIDENTIALITY**

Insureds with multiple locations and data entry personnel generally require additional security measures to keep the data not only secure, but also confidential. For that reason, OSHA 300 ONLINE incorporates the capability to assign data entry personnel to only those locations specifically authorized by the administrator so that claim information is viewable and managed on a strict need-to-know basis. In addition, three levels of security is also provided in addition to utilization of the latest 128-bit encryption technology that maintains your data in a safe and secure environment.

## **REPORTS**

Another valuable feature of OSHA 300 Online is its built-in Reports capabilities. Trending reports by Nature of Injury, Cause of Loss, and Part of Body can be compiled in a matter of moments. Further, both a Sharps Injuries Report and other Privacy Concern Case reports by calendar year *for each location* can be generated with just a few mouse clicks. This permits compliance with OSHA regulations concerning separate listings for these types of injuries and privacy case requirements. In addition other reports are also available by a range of dates, locations, the departments where the injury or illness occurred, claim value, status (open or closed), or class code, and these may be sorted by both primary and/or secondary factors in addition to ascending or descending order. OSHA 300 Online then prints a professional looking report suitable for presentation to upper management.

Further, with a single click of the mouse, all reports can be downloaded directly into an Excel (TM) spreadsheet where the options available to utilize the data are virtually limitless. You can then manipulate, graph, or chart the data, or even perform text searches for key words or phrases contained in the Location or Injury Description fields. This provides the Risk Manager or employer with complete drill-down capabilities into their historical loss data, and the tools necessary to determine how, when, and where their Workers' Compensation claims are occurring.

## **REGIONS FEATURE**

In addition, for larger organizations such as national or global companies that have many locations or sub organizations that may be linked together as divisions or groups, we have developed an additional capability that we simply refer to as Regions. This permits several individual locations to be aggregated together for the purposes of running reports and provides an intermediate view of claims activity between the combined locations and the entire company-wide results. Each location can be assigned to a particular Region, and all claims activity can be sorted by Region as well.

## **TRANSPORTATION MODULE**

An optional Transportation module is also available to companies whose operations include the transportation of goods and materials on our nation's highways. These companies are required by law to maintain a DOT Log of accidents involving their vehicles and are subject to very specific rules and regulations. The Logs must be available on demand for audit by any DOT representative. To simplify the process, users are taken through a decision wizard that determines if an incident actually meets the very specific DOT recording criteria. If yes, the incident is recorded on the DOT Log. If not, the incident is placed on a separate Log that includes all incidents whether recordable or not. In addition, through a series of pull-down listing, the user may also record other pertinent information concerning the incident such as vehicle(s) direction, vehicle(s) action, road, weather, and lighting conditions, to name a few. This information creates a comprehensive and permanent record of the incident and provides management with a comprehensive overview of how and where these incidents or claims are occurring. Through our Reports function, all incidents may further be profiled by year, date range, location, region, driver, etc. then automatically exported into an Excel spreadsheet where additional charts and graphs can be generated. This feature is available for an unlimited number of locations, users, and incidents. Call us for additional details or free trial.

## **OSHA FORM 301**

For those employers whose state specific First Reports of Injury (FROI's) do not qualify as "equivalents" of the Form 301, we have also included the capability to complete the required OSHA Form 301. To be an "equivalent", the FROI must have all of the same fields as a Form 301.) Once an entry has been made onto the OSHA 300 Log, a simple click of the mouse opens the screen containing an html version of the Form 301 with the data from the 300 Log entry including the OSHA Case number assigned automatically pre-filling to the form. In a matter of 3-4 minutes, the Form 301 is completed, stored, and may be printed to your local printer. If you need to update the form at a future date due to a change in the claim status, the form is quickly accessible and may be changed, re-printed, and saved on demand. This eliminates the frustration that users generally experience when fumbling with hand written forms and paper files. It reduces the input process into a single elegantly designed input screen that virtually eliminates the possibility of error, and permits users of any computer skill level to operate the program safely and efficiently.

## **SPONSORSHIP**

Employers may subscribe to the service directly or a site sponsorship is also available for Insurance Companies, TPA's or Insurance Agencies to provide as a value-added service for their customers. Risk Managers may also provide this as another management tool for their various corporate entities. The site is then personalized with the sponsor's name, phone, and "tag line" on every screen. Completely customized web sites and sponsor on-site hosting options are also available.

## **WHAT DO I NEED TO USE OSHA 300 ONLINE?**

To operate OSHA 300 Online, the employer only requires access to the Internet, and a copy of the free Adobe Reader™, so there is no additional software to install. All forms used in the program have been specifically approved by OSHA, meet their stringent requirements for accuracy and readability, and may be printed on any printer. The site may be accessed at any time from anywhere in the world via the World Wide Web.