

Quick Guide to Filling out Injury & Illness Logs for Fire Departments

SH-900 Form Highlights

- **Must** record **every** (and **only**) work related injury or illness on an injury/illness log (SH-900) that meets recordable criteria.
 - **Injuries and illnesses are recordable if:** (1) an employee experiences an injury or illness; and (2) the injury or illness is work related; and (3) the injury or illness is a new case; and (4) the injury or illness meets the general recording criteria or the application to specific cases.
 - **General Recording Criteria Highlights:**
 - Work related injuries/illnesses must be recorded if medical treatment **beyond first aid** is received. (**Note:** Medical treatment beyond first aid **does not** include: visit to a medical professional solely for observation or counseling; the conduct of **diagnostic** procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils)).
 - Refer to the complete definition of “first aid” provided on pages 9-10 of the instructional guide (link below).
 - **Contamination from blood and/or other bodily fluids:** Cuts, lacerations, or scratches from objects that are contaminated with another person’s blood (i.e. poked by a dirty needle) or other potentially infectious material (semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids) **must** be recorded on the log.
 - **Description of each case:** Be specific as you can (**where** on the body, **what** the injury was, **how** it happened)
 - **Recording Days Away Cases:**
 - Place a **checkmark in Column H only** on injury/illness log and **record the # of days away in Column K.**
 - Must count the # of calendar days that the employee was unable to work starting the day **after** the injury occurred or the illness began, **regardless** of whether or not the employee was scheduled to work on those day(s).
 - The total days away may be “capped” at 180 for recording purposes on the log.
 - **Recording Job Transfer or Restriction Cases:**
 - **Restricted** work means when the employee is kept from performing at least one or more of the routine functions of their job **or** from working the full workday that they would otherwise be scheduled to work.
 - Place a **checkmark in Column I only** on injury/illness log and **record the # of days in Column L.**
 - Must count the # of calendar days that the employee was restricted in their duties starting the day **after** the injury occurred or the illness began, **regardless** of whether or not the employee was scheduled to work on those day(s).
 - Total days restricted may also be “capped” at 180 for recording purposes on the log.
- *Note-** If the recordable entry involves both days away and job transfer or restrictions, enter the days in both columns.
- **Classify the Injury/Illness:**
 - For each recordable entry on the log, choose the **one** classification that is most appropriate in column M.
 - Burns are considered “Injury”- Column M (1).
 - Heat exhaustion is considered “All Other Illnesses”- Column M (6).
 - **General Hint:** The totals for columns G-J and M (1-6) must be **Equal.**

SH-900.1 Form Highlights

- **In Box 1**
 - The North American Industrial Classification System (NAICS) code for fire departments is 922160.
- **In Box 2**
 - To figure the average number of employees, please include any paid and/or volunteer members.
 - **For Volunteer Departments:** to figure the number of hours worked, use 2,000 hours for every member.

Per 12 NYCRR 801.33(a) the SH900 & SH900.1 forms must be kept in the establishment for 5 years from the end of the calendar year that the records cover. The above is a quick reference guide; here is a link to the **complete** instructional guide for the recording & reporting of occupational injuries & illnesses:

<https://www.labor.state.ny.us/workerprotection/safetyhealth/PDFs/PESH/901Instruction.pdf> Refer to this often for specifics including definitions, examples of recordable cases, exemptions, etc.

Here is a link to a Blank Injury/Illness log (form SH-900): <https://www.labor.state.ny.us/formsdocs/wp/sh900.pdf>. Free & confidential assistance is available to public employers through the New York State Department of Labor, Bureau of Public Employee Safety & Health (PESH), Consultation Program. To take advantage of these services, contact the nearest PESH office which can be found at: http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH_PESH.shtm