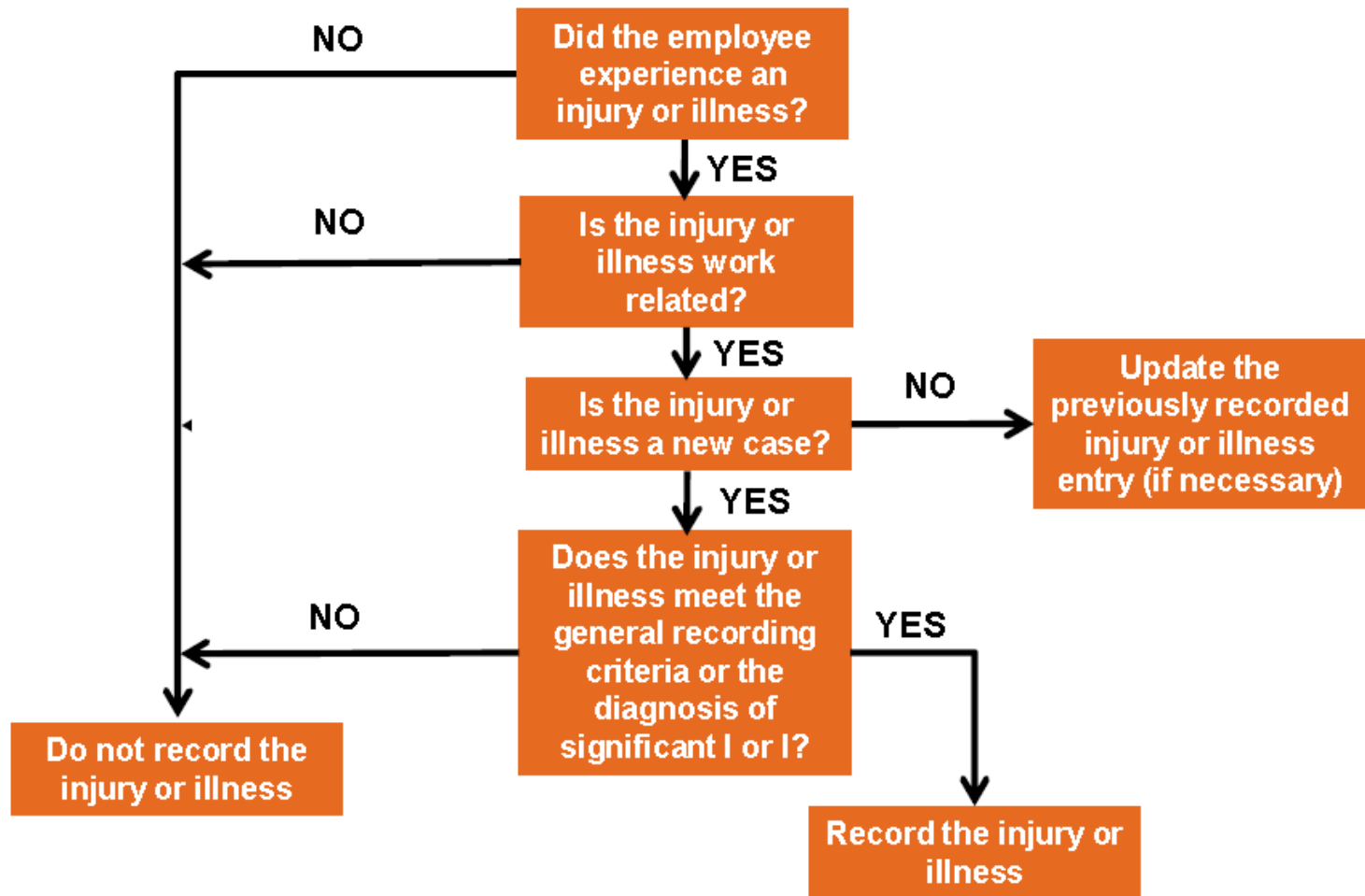


# Recording Criteria Decision Tree



# Which work-related injuries and illnesses should you record?

When work-related injury or illness results in the following:

- Death
- Loss of consciousness
- Days away from work
- Restricted work or job transfer
- Medical Treatment beyond first aid(see next page)
- Meets significant injury or illness or other criteria below
  - Cancer
  - Chronic irreversible disease
  - Fractured or cracked bone
  - Punctured eardrum
  - Needlestick or sharps injury contaminated with blood or other potentially infectious material
  - Medical removal under an OSHA health standard
  - Tuberculosis infection
  - Hear test reveals a STS and total hearing level is 25dB or more above audiometric zero

# Medical treatment beyond first aid?

**Medical treatment** – managing and caring for the purpose of combating disease or a disorder.

The following is **not** considered medical treatment:

- Visit to doctor or health care profession for observation or counseling
- Diagnostic procedures, including administering prescription medication for diagnostic purposes
- Any of the following First Aid procedures
  - Non-prescription medication at non-prescription strength
  - Administering tetanus immunization
  - Cleaning, flushing, or soaking wounds on the skin surface
  - Using wound covering, i.e. bandages, gauze pads, steri-strips, or butterfly bandages
  - Using hot or cold therapy
  - Any non-rigid means of support
  - Using temporary immobilization devices while transporting an accident victim
  - Drilling fingernail or toenail to relieve pressure, or draining fluids from blisters
  - Using eye patches
  - Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye
  - Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye
  - Using finger guards
  - Using massages
  - Drinking fluids to relieve heat stress

# Exceptions to the rule:

The case is not considered work-related if it falls into one of these categories:

- Present as a member of the general public.
- Symptoms arise in workplace but are solely due to non-work related event or exposure.
- Voluntary participation in a wellness program.
- Eating, drinking, or preparing food or drink for personal consumption.
- Personal tasks outside assigned working hours.
- Personal grooming, self-medication for non-work-related conditions, or intentionally self-inflicted injuries.
- Motor vehicle accident occurring in a parking lot or access road during a normal commute to or from work.
- Common cold or flu.
- Mental illness, unless employee voluntarily provides a medical opinion from a PLHCP that affirms the mental illness is work-related.