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TO: MEUW Members  
FROM: Lisa Haen, MEUW Safety & Health Manager  
DATE: January 13, 2011  
RE: Public Employer Requirements for the Annual Summary of Work Related Injuries and Illnesses Report (Posting Required Feb. 1 – April 30; Filing Deadline is March 1).

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As we enter a new year, please be reminded under regulatory compliance DComm 32.10, the Wisconsin Department of Commerce requires all Public Employers to post and file an annual SBD 10710 Summary of Work Related Injuries and Illnesses Report.

**Comm 32.10 Injury and illness report.** Pursuant to s. [101.055 \(7\) \(a\)](#), Stats., and beginning January 1, 2004, each employer shall report work-related injuries and illnesses to the department for the previous year by March 1 of each year. The report shall be made on form SBD-10710 or equivalent.

**101.055(7)(a).** A public employer shall maintain records of work-related injuries and illnesses and shall make reports of these injuries and illnesses to the department at time intervals specified by rule of the department. These records shall be available to the department, the employer's employees and the employees' representatives. This paragraph does not authorize disclosure of patient health care records except as provided in [ss. 146.82](#) and [146.83](#).

*NOTE: Please refer to the WI Legislature website for ss.146.82 and 146.83 definitions (click on Comm 32.10).*

<http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=code&jd=c.h.%20Comm%2032>

The *SBD 10710 Summary of Work Related Injuries and Illnesses Report* shall be posted in the workplace no later than February 1, 2011 and is due to the Department of Commerce no later than March 1, 2011. In addition, the posting shall remain posted until April 30, 2011.

Please find general guidelines to help you complete, post and file the Summary of Work Related Injuries and Illnesses Report on the MEUW website at [www.meuw.org/safetytopicsofinterests.htm](http://www.meuw.org/safetytopicsofinterests.htm). Please refer to the Department of Commerce website for a complete explanation of filing procedures.

ALL PUBLIC EMPLOYERS must file the Summary Report - even if no work related injuries or illnesses are recorded. If a Report is not received by March 1, 2011, it can result in a visit by a Wisconsin Department of Commerce Inspector and a potential citation.

Please feel free to contact me at 608-837-2263 if you have any questions. Members of the Regional Safety Management Program can receive support for report completion from their MEUW Regional Safety Coordinator.

Best wishes for a safety and healthy 2011!