

## 2011 DCOMM Work Related Injury and Illness Reporting General Guidelines

### Step One

Determine whether or not an injury is *work related*.

An injury or illness occurring in the work environment that is not work-related **is not recordable** and should **not** be included on the Summary Report.

Examples of non work-related incidents may include:

- Present as a member of the general public;
- Symptoms arising in work environment that are solely due to non-work-related event or exposure (Regardless of where signs or symptoms surface, a case is work-related only if a work event or exposure is a discernable cause of the injury or illness or of a significant aggravation to a pre-existing condition);
- Voluntary participation in wellness program, medical, fitness or recreational activity;
- Eating, drinking or preparing food or drink for personal consumption;
- Personal tasks outside assigned working hours;
- Personal grooming, self medication for non-work-related condition, or intentionally self-inflicted;
- Motor vehicle accident in parking lot/access road during commute;
- Common cold or flu.

### Step Two

Determine whether or not the injury is a Department of Commerce *recordable* injury/illness.

**Even though a work-related injury/illness claim may be paid by the worker's compensation carrier, it does not necessarily mean it is considered a Department of Commerce recordable injury/illness.**

**RECORDABLE:** An injury or illness occurring in the work environment that is work-related **is recordable** and **should** be included on the Summary Report.

Examples of work-related incidents may include:

- Death;
- Days away from work;
- Restricted work activity;
- Transfer to another job;
- Medical treatment *beyond basic first aid*;
- Loss of consciousness;
- Significant injury or illness diagnosed by a Physician or Other Licensed Health Care Professional (PLHCP).

A medically treated injury/illness may be considered a recordable injury if the health care provider directs the employee to take time off to recuperate (time off) or the employee is assigned to alternate work (light duty).

The total number of time away from work is counted in complete days, including weekends, and **does not** include the day of the injury. Payroll records, return to work procedures, and insurance/worker compensation carrier's loss run report can be a resource for obtaining total days away from work.

**NON-RECORDABLE:** An injury or illness occurring in the work environment that is considered Basic First Aid **is not recordable** and should **not** be included on the Summary Report.

Examples of **basic first aid** treatment administered either by an employee or a medical professional may include:

- Administering or use of nonprescription medication at nonprescription strength;
- Immunizations;
- Cleaning, flushing, or soaking surface wounds;
- Wound coverings, butterfly bandages, Steri-Strips;
- Hot or cold therapy;
- Non-rigid means of support;
- Temporary immobilization device used to transport accident victims;
- Drilling of fingernail or toenail, draining fluid from blister;
- Eye patches;
- Removing foreign bodies from eye using irrigation or cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- Finger guards;
- Massages;
- Drinking fluids for relief of heat stress;
- Diagnostic procedures (i.e. x-rays, ultrasounds).

|   |
|---|
| <p><b>Step Three</b><br/>Complete the Report.</p> |
|---|

The Department of Commerce is looking for **one** Summary of Work Related Injuries and Illness Report from **each** Employer. This means both the Utility and the City/Village will complete a combined Report.

Throughout the year, the Employer should be tracking all work related injuries/illnesses on a Log of Work-Related Injuries and Illnesses and this tracking form should be helpful in the completion of the Summary Report. Simply transfer the information from the Log of Work-Related Injuries and Illnesses onto the Summary of Work Related Injuries and Illness Report. Finally, compare the data with the Worker's Compensation Loss Run Report for accuracy.

You can access the Report via this email's attachment or download the Word version from:  
<http://commerce.wi.gov/sb/docs/sb-FormPublicSectorSafety10710.doc>

**Step Four**  
Post the Report.

Employers must post the SBD 10710 Summary of Work Related Injuries and Illness Report in an employee accessible area at the workplace (lobby area, break room, etc.) **no later than February 1, 2011** and keep the posting in place **until April 30, 2011**.

**Step Five**  
File the Report.

Submit the SBD 10710 Summary of Work Related Injuries and Illness Report, via mail, email or fax, to the Wisconsin Department of Commerce **no later than March 1, 2011**.

**Electronically Email** the Report to: [IntegratedServices@commerce.state.wi.us](mailto:IntegratedServices@commerce.state.wi.us)

**Fax** the Report to: 608-283-7408

**Mail** the Report to: SAFETY AND BUILDINGS DIVISION  
Inspection/Rental  
P.O. Box 2658  
Madison, WI 53701-2658

**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.