

**VILLAGE OF BLOOMINGDALE
OSHA REPORTING & RECORDKEEPING PROCEDURES**

I. PURPOSE & SCOPE OF AUTHORITY

These procedures define the responsibilities and actions necessary to comply with the Occupational Safety and Health Act (OSHA) record keeping requirements. The intent of OSHA is to assure safe and healthful working conditions for employees by enforcement of its safety standards. Employers are required to furnish a place of employment free from recognized hazards and to comply with safety and health standards established under the Act. The Illinois Department of Labor (IDOL), Division of Safety Inspection and Education, covers all Illinois public employers and their employees. IDOL conducts periodic inspections, investigates complaints by employees or their representatives, issues citations and assesses penalties.

II. RESPONSIBILITY

A. Assistant Village Administrator

1. To ensure compliance with all requirements of the OSHA reporting and record keeping requirements.
2. To maintain the OSHA Form 300 Log of Work-Related Injuries and Illnesses, within seven (7) working days of receiving information.
3. To report any work related fatality, in-patient hospitalizations, amputation and or loss of an eye to the IDOL OSHA and to IRMA in accordance with Section IV-C.III.

B. Department Director

1. To notify the Village Administrator and Assistant Village Administrator immediately of any work related fatality, in-patient hospitalizations, amputation and or loss of an eye

C. Supervisors

1. To complete the Supervisor's Investigation Report and Illinois Form 45, "Employers First Report of Injury and Illness," and forward to the Assistant Village Administrator.
2. To notify their Department Director immediately of any work related fatality, in-patient hospitalizations, amputation and or loss of an eye.

III. REPORTING REQUIREMENTS

A. IDOL/OSHA Notification:

1. Public employers must orally report to Illinois OSHA, all work related fatalities within eight (8) hours, and in-patient hospitalizations, amputations, and losses of an eye within twenty-four (24) hours.
2. During normal business hours call 217-782-7860. After normal business hours, call the 24 Hour Illinois **OSHA Reporting Hotline (800) 782-7860**
3. The following information should be identified prior to placing the call into the Hotline:
 - a. Establishment Name

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- b. Location of the incident
- c. Time of the incident
- d. Number of fatalities or hospitalized employees
- e. Name of any injured employees
- f. Contact name, title and phone number
- g. Brief description of incident

B. IRMA Notification: In addition, the Intergovernmental Risk Management Agency (IRMA), the Village's workers' compensation administrator, shall be notified immediately. If outside normal business hours, leave a voice mail and follow-up the next regular business day. This must be done orally immediately and required forms completed and submitted within 48 hours.

IV. RECORD KEEPING

The Assistant Village Administrator will maintain the OSHA Form 300 throughout the calendar year and the columns totaled at the end of each calendar year. The completed summary [OSHA Form 300A] will be posted at each Village facility where employees congregate, (Village Hall, Police Department, Public Works Facility, and Water Reclamation Facility), from February 1 to April 30 of the year following the recorded year. The OSHA 300 log must be retained for five years following the year to which it relates, and 30 years for all *hazmat related incidents*.