

Cottingham & Butler Safety Luncheon

December 14, 2017

Presented By | Cottingham & Butler

Cottingham & Butler

OSHA UPDATE

Electronic Reporting and Increased Fines
12/14/2017

Presented By | Sarah Olson
Safety Consultant
Safety Management Services Company

PRESENTER



SARAH OLSON

Safety Consultant
Safety Management Services Company

solson@smscsafety.com

563-585-8986

www.cottinghambutler.com

ELECTRONIC SUBMISSIONS



Submission Date for Injury and Illness Reports Extended

Employers now have until Dec. 15 to electronically submit Form 300A. >

- Establishments with 250 or more employees:
 - **2016 Form 300A by Dec. 15, 2017**
 - 2017 forms (300A, 300, and 301) by July 1, 2018.
 - 2019 and every year thereafter, submitted by March 2.
- Establishments with 20-249 employees in certain high-risk industries:
 - **2016 Form 300A by Dec. 15, 2017**
 - 2017 Form 300A by July 1, 2018
 - 2019 and every year thereafter, submitted by March 2.

CERTAIN HIGH RISK INDUSTRIES

Establishments in the following industries with 20 to 249 employees must submit injury and illness summary (Form 300A) data to OSHA electronically

NAICS	Industry
11	Agriculture, forestry, fishing and hunting
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale trade
4413	Automotive parts, accessories, and tire stores
4421	Furniture stores
4422	Home furnishings stores
4441	Building material and supplies dealers
4442	Lawn and garden equipment and supplies stores
4451	Grocery stores
4452	Specialty food stores
4521	Department stores
4529	Other general merchandise stores
4533	Used merchandise stores
4542	Vending machine operators
4543	Direct selling establishments
4811	Scheduled air transportation
4841	General freight trucking
4842	Specialized freight trucking

ELECTRONIC SUBMISSIONS

- Go to OSHA.gov
- Click on top pop-up link / messaging or
- Employers, then recordkeeping and reporting requirements
- Launch ITA page
- Create account following process & share access if necessary
- Submit 300A data
- Repeat in 2018

Injury Tracking Application Login

Log in or [create an account.](#)

Username or Email Address

Password

[Forgot Password?](#)

2017 ELECTRONIC REPORTING

- Establishments with 250 or more employees:
 - **2017 forms (300A, 300, and 301) by July 1, 2018.**
 - 2019 and every year thereafter, submitted by March 2.
- Establishments with 20-249 employees in certain high-risk industries:
 - **2017 Form 300A by July 1, 2018**
 - 2019 and every year thereafter, submitted by March 2.
- **How can I meet these requirements?**
 - Utilization of Risk Management Center's Incident Track

Cottingham & Butler | Risk Management Center General Industry | Powered By SUCCEED Management Solutions, LLC

Current Site: Cottingham & Butler - Demo-C&B Manufacturing - Davenport | Cottingham & Butler Client

Home Applications Resources Administration Help Have a suggestion?

Incident Track® > Manage > Incidents

Manage Trending Reports Settings

Advanced + New Download Archive Export

<input type="checkbox"/>	Incident ID	Claimant	Incident	Category	Occurred	Status	Type
<input type="checkbox"/>	N2016002		test description	General Liability	02/05/2016	Open	Near Miss

OSHA CITATIONS & PENALTIES

***Below are the penalty amounts adjusted for inflation as of Jan. 13, 2017*

VIOLATION TYPE	PENALTY
<p>WILLFUL A violation that the employer intentionally and knowingly commits or a violation that the employer commits with plain indifference to the law.</p>	<p>OSHA may propose penalties of up to \$126,749 for each willful violation, with a minimum penalty of \$5,000 for each willful violation.</p>
<p>SERIOUS A violation where there is substantial probability that death or serious physical harm could result and that the employer knew, or should have known, of the hazard.</p>	<p>There is a mandatory penalty for serious violations which may be up to \$12,675.</p>
<p>OTHER-THAN-SERIOUS A violation that has a direct relationship to safety and health, but probably would not cause death or serious physical harm.</p>	<p>OSHA may propose a penalty of up to \$12,675 for each other-than-serious violation.</p>
<p>REPEATED A violation that is the same or similar to a previous violation.</p>	<p>OSHA may propose penalties of up to \$126,749 for each repeated violation.</p>

VIOLATIONS TYPES AND PENALTIES

- **Criminal Willful – results in death**
 - Up to \$250,000 individual
 - Up to \$500,000 corporation
 - Up to 6 months imprisonment

VIOLATIONS TYPES AND PENALTIES

- **Failure to Abate**
 - Up to \$7,000 per day
- **Falsifying Records**
 - Up to \$10,000 and 6 months imprisonment
- **Assaulting a Compliance Officer**
 - Up to \$5,000 and 3 years imprisonment
- **De Minimis – no direct impact**
 - No penalty

TOP 10 OSHA CITATIONS IN 2016

1. Lockout / Tagout
2. Hazard Communication
3. Machine Guarding
4. Respiratory Protection
5. Powered Industrial Trucks
6. Electrical
7. PPE General Requirements
8. Abrasive Wheel Machinery
9. Mechanical Power Presses
10. Guarding Floor and Wall Openings and Holes

TIPS FOR SUCCESS

- **Be honest, don't lie to OSHA**
- **Don't provide too much information**
- **Be courteous**
- **Be prepared**
 - Document all safety training
 - Know applicable regulations
 - Written Programs
 - Training Requirements
 - Ensure new hires, including temporary employees receive safety training
- **Housekeeping – organize work environment**

Questions?

THANK YOU!



SARAH OLSON

Safety Consultant
Safety Management Services Company

solson@smscsafety.com

563-585-8986

www.cottinghambutler.com

Manage Your Claims or Pay the Price

12/14/2017

Presented By | Katie Hensley, AIC
Workers' Compensation Specialist

PRESENTER



KATIE HENSLEY, AIC

Workers' Compensation Specialist

kahensley@cottinghambutler.com

563-587-5464

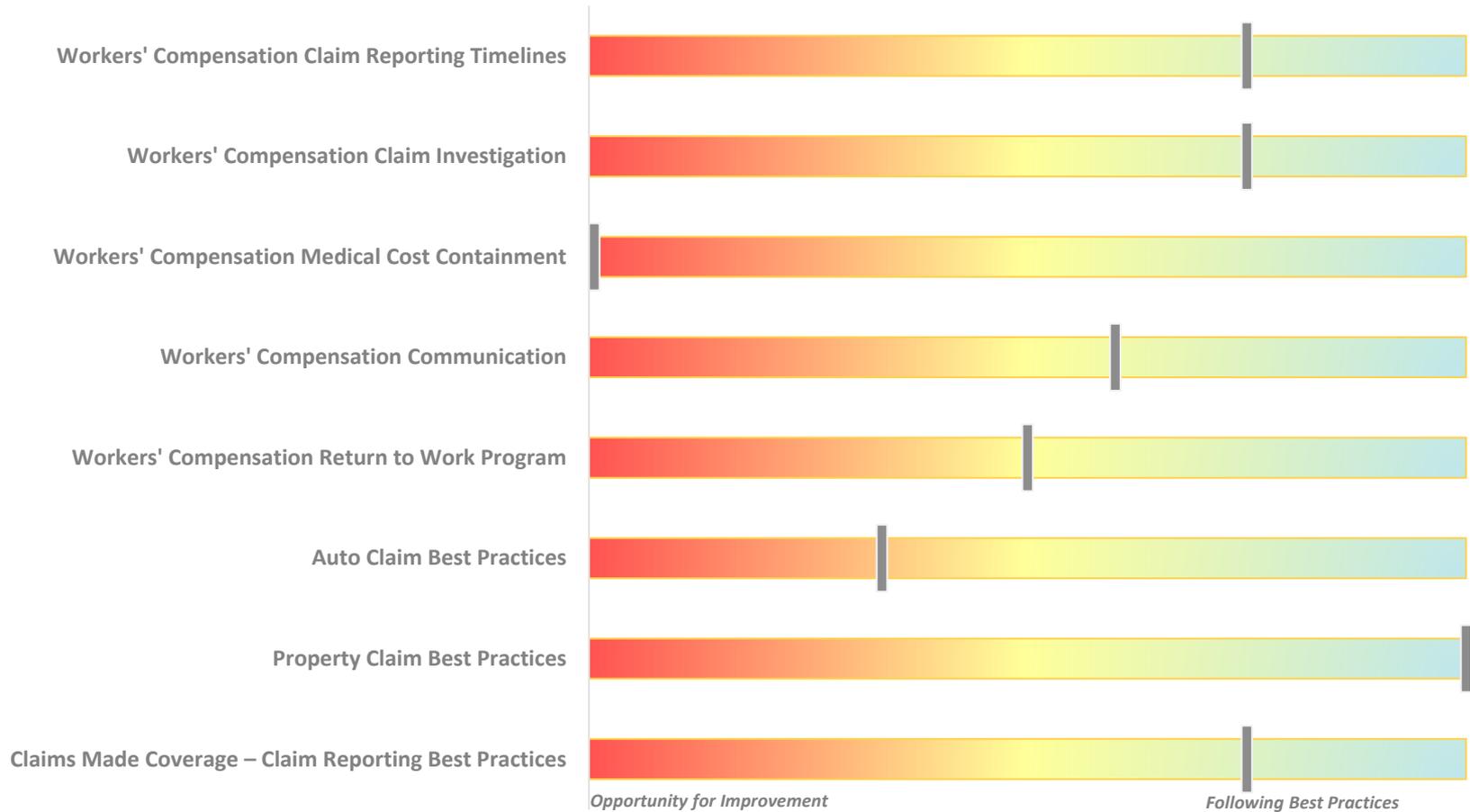
www.cottinghambutler.com

- *Handled 20 jurisdictions as a Workers' Compensation adjuster*
- *Adjusted claims for self-insured and captive clients*
- *Specializes in improving client's internal claims best practices*

WHAT DRIVES PREMIUMS???



HOW ARE YOU TRENDING?



WORKERS' COMPENSATION – CLAIM REPORTING TIMELINESS

- Reporting claims in a timely and consistent manner is crucial to minimizing your claims expense.
- Delaying claim reporting by 4 to 7 days after an incident occurs increases claim cost by an average of 9%.
- Each week of delay in reporting a claim increases the likelihood of litigation by 4%. This is sample content.



WORKERS' COMPENSATION – CLAIM INVESTIGATION

- Claim investigation is an often overlooked step that must be taken following a workplace injury.
- A thorough investigation helps to determine the cause of an incident so that future incidents can be prevented.
- The investigation can also provide critical evidence regarding the validity of a claim.



WORKERS' COMPENSATION – MEDICAL COST CONTAINMENT

- Medical costs comprise a substantial percentage of the total cost of your workers' compensation claims.
- Many businesses are unaware of strategies that can be implemented to reduce medical costs.
- Some strategies have been found to yield over 25% savings in average claim cost.



WORKERS' COMPENSATION – COMMUNICATION

- A leading cause of workers' compensation claims going awry is failure to communicate effectively.
- Understanding who you should be communicating with, when you should be communicating, and what information you should be relaying will improve the workers' compensation process and lead to better outcomes for your company and its employees.



WORKERS' COMPENSATION – RETURN TO WORK PROGRAMS

- Return to Work programs seek to return employees injured on the job to the workforce.
- A well-crafted return to work program returns employees to work an average of 3.6 weeks faster and saves a business 8 to 10 dollars per dollar invested in the program.



AUTO LIABILITY



With auto insurance premiums increasing over 30% in the past 5 years, you should train your drivers on steps to take post-accident to minimize the severity of your auto claims.

PROPERTY CLAIMS

- Property loss can cause catastrophic damage to your business, potentially leading to a partial or full shutdown of your operations.
- Preparing your business in advance to respond to a property incident will limit your losses and allow your business to return to normal operations as quickly as possible.



CLAIMS – MADE COVERAGE

- Because of the stringent reporting requirements of claims-made policies, not knowing what to do when a claim arises, or when to do it, can lead to serious consequences.
- Understanding the nuances of your claims-made policies will ensure that you do not jeopardize your right to coverage for a claim.



NOW WHAT?

- Claims and safety culture start at the top.
- Meet with your teams to discuss each topic.
- Listen to ideas for improvement.
- Set goals and timelines for completion
- Monitor success and get better everyday!



QUESTIONS

