OSHA recordkeeping compliance

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Meeting regulatory requirements for OSHA recordkeeping can be a significant challenge for workers' compensation sponsors. With the May 2016 release of OSHA's Final Rule on electronic reporting, centralized recordkeeping becomes a key strategy for employers to meet those new obligations.

The May 2016 release of OSHA's Final Rule on electronic reporting means employers will have to submit OSHA 300As in 2017, and in some cases, OSHA 300s and 301s starting in 2018. The rule spells out that reporting is required based on headcount at individual establishments; and in instances where headcount is from 20 to 249 employees, the rule specifically applies to certain industries. Sedgwick will provide a range of services to help customers meet these reporting objectives.

viaOne® OSHA: The Sedgwick answer to optimal OSHA compliance

The foundation of Sedgwick's approach to OSHA-compliant recordkeeping services starts with our proprietary claims management system. Customers can access data through our viaOne® OSHA technology module, a proprietary database used to provide optimal recordkeeping. viaOne OSHA makes it easy to identify cases that need immediate attention. And, recordability decisions in individual cases may remain with you or be made by Sedgwick's staff depending on the level of service required.

> viaOne OSHA can drastically reduce your workload by automating much of the recordkeeping and reporting processes.

viaOne OSHA features and benefits

- Promotes accuracy and efficiency, while also making the OSHA recordkeeping process easier and quicker

- Offers a reporting tool that allows users to generate and print OSHA 301 forms, OSHA 300 logs and 300A summary reports with the click of a button in .pdf format, making it simple to view the data with Adobe Acrobat Reader®

- Provides easy access to claim information in our system, including the employee's name, address, job title, date of loss, location of loss and description of loss

- Enables users to enter notes on hospital and physician contact information and update existing data

- Features the ability to track am employee's work status with an easy-to-read calendar that provides information at a glance

- Includes an online help file with direct links to reference materials such as the OSHA Recordkeeping Handbook

Plus, the viaOne OSHA application is highly customizable. You select one of the following service levels:

- Basic – Sedgwick provides the initial and ongoing demographic data updates. Customers retain responsibility for other recordkeeping decisions, including time tracking, privacy case designations and recordability. Basic service provides streamlined recordkeeping functionality, including documentation of time away from work, restricted duty descriptions and other key details to ensure accuracy.

- Advanced – We assume responsibility for all record-keeping updates, including time tracking, recordability, injury type and privacy case designations. Services include the evaluation of claim data against OSHA guidelines; and updates to work status records, basic demographic information and special OSHA fields occur within minutes of the system updates.

Once you elect your level of service, quality control processes can augment recordkeeping features to enhance overall data collection and report production quality. These quality control processes are timed according to customer needs. We also offer ongoing training to our customers and colleagues to support the quality control process.

Sharps log

In line with Sedgwick's culture of innovation and meeting customers' unique needs, we expanded our general OSHA system solutions to incorporate an OSHA Sharps log. The Sharps log allows employers to easily track all work-related needle stick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material, ensuring compliance and helping avoid fines.

Other reporting features

viaOne OSHA offers customers extensive functionality to address reporting needs in several areas, including:

- Injury surveys – The system provides automated reporting options to assist customers that receive injury surveys from the U.S. Bureau of Labor Statistics (BLS). Each year, the BLS sends surveys randomly to companies throughout the country and they are expected to respond within 30 days. The survey data can reveal workplace injury trends for specific industries, locations, days of the month, etc.

- Disability durations – OSHA uses the "days away, restricted, and job transfer" (DART) calculation to determine how safe or unsafe an industry is based on their injury data. In viaOne OSHA, customers are able to look at recordable accidents to see how they are managing disability durations.

- Customized options and signature capabilities – The application provides options that allow customers to run reports by region, state or another group of locations that meets their specific needs. In addition, the system offers the ability to affix electronic signatures on the annual OSHA 300A injury and illness report summaries.

Superior recordkeeping and accuracy

Within our claims management system, we have the ability to keep track of both claims (e.g., benefit payments) and incidents (e.g., workplace accidents). This means that we can fully identify all OSHA recordable incidents and claims, and are able to more readily pinpoint and track those incidents that may become claims.

A range of services to meet your needs

In addition to our viaOne OSHA services, we provide:

- Case file reviews

- Mock OSHA inspections

- Occupational safety/health inspection preparedness

Sedgwick offers economical and highly competitive pricing for these services.

Beyond the standard approach

Because of the many challenges involved in OSHA compliance today, our programs and services go beyond the standard OSHA product offerings. Below are the additional services available to customers.

Case file reviews

A key service we offer is our case file review process. If clients are concerned or are experiencing higher incidents or increased penalties and fines, our experts can analyze all losses and case files to ensure accurate recordkeeping and identify problems. Keep in mind that once an employer is identified by OSHA as a repeat offender, fines can be substantial. A case file review is designed to correct inaccuracies so repeat offenses are eliminated.

Mock OSHA inspection

Our mock audit helps to identify potential problem areas using real world scenarios for a specific client industry. This service helps to identify frequent mistakes, potential problems and areas for improvement.

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The Sedgwick difference

Our approach to OSHA is comprehensive, integrated and built on our years as a national industry leader. We support our customers' compliance efforts and manage their recordkeeping. viaOne OSHA provides the industry-leading technology, databases and analysis to create optimal recordkeeping and compliance. We can also provide seasoned recordkeeping professionals to audit cases to assure compliance in instances where our customers are not using the viaOne OSHA tool.

Contact us today for more information on Sedgwick's OSHA services.

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