



Summary of ASTM E2920-14

Standard Guide for Recording
Occupational Injuries and Illnesses

ASTM E2920 - Objectives

- Provide a uniform & objective framework for recording work related injuries & illnesses
- Promote use of injury rates in evaluating programs designed to control injuries
- Establish a basis for meaningful comparison
- Provide uniform terms and definitions
- Focus on work relationship, contractor classifications

ASTM E2920 - Sections

1. Scope
2. Reference Documents
3. Terminology
4. Significance and Use
5. Work Relationship
6. Severity
7. Recording Work-Related Injuries & Illnesses
8. Incident Rates
9. Keywords
10. Appendix – Application of Criteria to Real World Examples

ASTM E2920 - Definitions

- Contractor
- Contractor – nested
- Contractor – independent
- **Contractor – Employer supervised**
- **Employee**
- Illness
- Injury
- Level One cases
- Level Two cases
- Work related



Key Definitions

- **CONTRACTOR – NESTED;** -- person who performs routine services for an enterprise, but works for, is directly supervised by, and is paid by a separate person or business; examples include: on site security guard, logistics, or maintenance services
- **CONTRACTOR – INDEPENDENT** – person who works for, is directly supervised by, and is paid by one person or business but performs services at various other businesses. examples include persons engaged in temporary projects such as machine rigging, ventilation installation, or construction. others: copy machine repair, package delivery
- **CONTRACTOR – EMPLOYER SUPERVISED** – person who is directly supervised by an employer on a day-to-day basis but is paid indirectly through an agency or third party; examples: daily workers, and temporary workers
- **EMPLOYEE** – person who works for another in return for payment. as used in e2920 – the term includes employer-supervised contractors, but does not include independent or nested contractors
- **The term “EMPLOYEE” includes contractors that are directly supervised by the employer; temporary workers and works with individual contract relationships may be included in this category. Independent and nested contractors are not included in the term employee**



ASTM Focus

The ASTM metric bases the case severity assessment on the “nature of injury;” not OSHA criteria (such as restricted work activity, medical treatment beyond first aid, etc.) and highlights the more serious cases

Cases included should generally be limited to:

- 1. Fatalities**
- 2. Serious injuries and illnesses with potential life threatening or life altering impact**
- 3. Select cases that may be significant to the organization and are likely to be captured consistently**

The criteria are designed to produce a subset of cases that can easily be derived from existing company records, such as insurance records and from OSHA records; in many instances by looking at the face of the OSHA log.

Work Relationship

- Case must meet all of 3 tests
 - 1. Related to condition of employment**
 - Being paid at time of injury or illness, or
 - Required to do job or task, or
 - Performing mandatory activity
 - 2. Direct connection between exposure and condition**
 - Exposure triggered onset or contributed to severity (yes), or
 - Case would have occurred without work exposure (no)

(Ask: Would the case have occurred at the same time, same degree of severity without the work exposure?)
 - 3. Activity subject to employer control**
- *Multiple origin cases (e.g. MSDs) are work related if exposure increased severity or triggered onset*



Severity Criteria

- **Level One-** “core” injuries or illnesses that result in death, are life threatening, life altering, or so serious that they require immediate medical intervention for recovery
- **Level Two-** Injury or illness that is recorded pursuant to regulatory, operational, or program requirements.

Level One Injuries

1. Fatality;
2. Amputation (involving bone);
3. Spinal cord injury;
4. Herniated disc of the cervical, lumbar, and/or thoracic spinal region, or combination thereof;
5. Concussion or cerebral hemorrhage, or both;
6. Loss of consciousness;
7. Injury to internal organs;
8. Fractured bone or tooth;
9. Cartilage, tendon, ligament or muscle tear;
10. Dislocation of any joint;
11. Laceration or puncture requiring wound closure, such as sutures or surgical glue;
12. Musculoskeletal disorder requiring surgery or resulting in permanent impairment;
13. Third-degree burn or second-degree burn greater than 3 inches (7.6cm) in diameter, or both;
14. Punctured eardrum; and
15. Injury to the eye requiring services of a physician (other than preventive treatment)

Level One Illnesses

1. Fatality that results from prolonged exposure;
2. Occupational dermatitis with blistering or cracking, or both, covering an area of skin greater than 3 in. (7.6 cm) in diameter;
3. Occupationally acquired human immunodeficiency virus (HIV), hepatitis B or C;
4. Occupationally acquired cancer;
5. Occupationally acquired lung disease;
6. Occupationally acquired infectious disease;
7. Occupationally acquired disease of the liver, spleen, kidney, heart, brain, nervous system, pancreas, thyroid, or other vital organ; and
8. Confirmed work-related threshold shift greater than 10 dB (averaged at 2000, 3000, and 4000 Hz) resulting in a total shift in that same ear of more than 25 dB from audiometric zero

Level Two

- Injury or Illness that is recorded pursuant to regulatory, operational, or program requirements
- Not governed by E2920, but are listed for clarification of the difference with Level One
- Examples:
 - Commuting injuries
 - Minor injuries that result in temporary job assignment, and
 - Temporary muscle soreness

Recording Criteria (Sect. 7)

- Employers shall record all work-related Level One injuries and illnesses that occur to employees, including employer-supervised contractors.

Reporting Form

TABLE X2.1 Reporting Form

Enterprise Name:		
Time Period		
Work Hours:		
	Number	Rate ^A
Level One Injuries		
Level One Illnesses		
Total Level One Cases		

$$A \frac{\text{Number of Level One injuries and/or illnesses} \times 1\,000\,000}{\text{Number of hours worked}}$$



Incident Rates

- Rates are per 1,000,000 work hours
- Rate calculated by:

Number of Level One injuries x 1,000,000

Number of hours worked

- To normalize rates between sites, you must use the same work period