

# Benchmarking Survey Definitions

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This document provides guidance for people entering data into the Forum's Benchmarking survey. It aims to achieve greater consistency between participants in the way the data is classified and entered.

## Key things to note

- Keep data consistent with others: For consistency, everyone uses the OSHA definitions to determine the number and severity of your injuries and illnesses. Appendix A in the [Users Guide](#) has the necessary definitions.
- Make sure you are not double counting injuries: If a staff member receives medical treatment injury and then has to do light duties for a week, it is a restricted work injury, not a medical treatment injury.
- Report on the number of first aid injuries or near misses: Under the Health and Safety at Work Act, the due diligence obligations of Officers requires them to ensure that their organisation has processes in place to record and respond to hazards, near misses and incidents.

## Definitions

Measures	Definitions
General Recording Criteria	<p>Employers must record new work-related injuries and illnesses that meet one or more of the general recording criteria or meet the recording criteria for specific types of conditions. Recordable work-related injuries and illnesses are those that result in one or more of the following:</p> <ol style="list-style-type: none"><li>1. Death,</li><li>2. Days away from work,</li><li>3. Restricted work or Transfer to another job,</li><li>4. Other Recordable - Medical treatment beyond first aid, Loss of consciousness, or Diagnosis of a significant injury or illness or meets the other additional criteria.</li></ol> <p>For cases resulting in days away or in a work restriction or transfer of the employee, the employer must count the number of calendar days involved and enter that total on the form. The employer may stop counting when the total number of days away, restricted or transferred reaches 180.</p>
Injuries and Illnesses	<p>An injury or illness is an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, a skin disease, respiratory disorder, or poisoning. (Note: Injuries and illnesses are recordable only if they are new, work-related cases that meet one or more of the recording criteria.)</p> <p>Note: The distinction between <b>injury</b> and <b>illness</b> is no longer a factor for</p>

	determining which cases are recordable.
New Case	Only new cases are recordable. Work-related injuries and illnesses are considered to be new cases when the employee has never reported similar signs or symptoms before, or when the employee has recovered completely from a previous injury or illness and workplace events or exposures have caused the signs or symptoms to reappear.
Work related	<p>An injury or illness must be considered work-related if an event or exposure in the work environment caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. An injury or illness resulting from events or exposures occurring in the work environment is considered work-related unless one of the following exceptions applies in its entirety:</p> <ul style="list-style-type: none"> <li>• The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity, such as blood donation, physical examination, flu vaccination, exercise class, squash, soccer etc. Where the activity is company-sponsored the participation must be perceived by the employee as voluntary for this exception to apply</li> <li>• The illness or injury involves signs or symptoms that surface at work but result solely from a non work-related event or exposure</li> <li>• The illness or injury is solely the result of eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer's establishment, the case would not be considered work-related. <i>Note: If the employee or contractor is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related</i></li> <li>• The illness or injury is solely the result of doing personal tasks in the work environment outside of the employee's assigned working hours</li> <li>• The illness or injury is solely the result of personal grooming, self medication for a non-work related condition or is intentionally self-inflicted</li> <li>• The illness or injury is the common cold or flu. <i>Note: contagious diseases such as tuberculosis or hepatitis A are considered work-related if the employee or contractor is infected at work</i></li> <li>• The illness or injury occurs while commuting from the home to the normal place of work or first stop unless it is company-mandated transport</li> </ul>
Fatality	<p>Fatal injuries include all cases of death where the predominant exposure occurred in the workplace (meets the above criteria for Work Related).</p> <p>Fatal injuries do not include motor vehicle accidents where the person was travelling to or from work on a public road.</p>
Lost Time Injury or Illness (LTI)	All work related recordable injury or illness where the injured person was

<p>OSHA = “Days Away from Work”</p>	<p>away from work as a result of the recordable (work related) injury or illness. Do <b>not</b> count the day on which the injury or illness occurred in this number (i.e. Only if they could not return to work on the next or any subsequent calendar day, due to that injury).</p> <ul style="list-style-type: none"> <li>• Includes inability to work the next “calendar day”, whether the injured person was scheduled to work or not.</li> <li>• If it is unclear as to whether it is an LTI or whether a person should have returned to work (or not), OSHA relies on recommendation of medical professionals for determining “days away from work”.</li> <li>• Does <b>not</b> include restricted work or fatalities</li> </ul>
<p>Days Lost – LTI (OSHA Actual Days lost)</p>	<p>Requirement to record days lost due to Lost time Injuries and Illnesses (and Death), starting from the day after the injury occurs. Enter total number of days away from work due to LTI’s for that period.</p> <ul style="list-style-type: none"> <li>• Note: If a medical practitioner recommends days off, and this is not taken, the days recommended must be recorded. Also, if the health professional recommends they return to work, and the employee doesn’t return, then you should record the days lost based on the health professional’s recommendation.</li> <li>• Note 2: If unknown at the time, a reasonable estimate should be made and this should be updated once actual days are known.</li> <li>• Note 3: You must count the CALENDER days the employee was unable to work, whether or not the employee was scheduled to work or not.</li> <li>• If a single injury or illness involved both days away from work (lost time) and days of restricted work activity (RWI), enter the total number of days for each under the relevant category. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches <b>180</b> days.</li> </ul>
<p>Restricted Work Injury or Illness (RWI)</p>	<p>An employee's work is considered restricted when, as a result of a work-related injury or illness, when:</p> <ul style="list-style-type: none"> <li>• the employer keeps the employee from performing one or more of the routine functions of his or her job (job functions that the employee regularly performs at least once per week), or from working the full workday that he or she would otherwise have been scheduled to work, or</li> <li>• a physician or other licensed health care professional recommends that the employee not perform one or more of the routine functions of his or her job, or not work the full workday that he or she would otherwise have been scheduled to worked.</li> </ul> <p>NOTE 1: A case is not recordable as a restricted work case if the employee experiences minor musculoskeletal discomfort, a health care professional determines that the employee is fully able to perform all of his or her routine job functions, and the employer assigns a work restriction to that employee for the purpose of preventing a more serious</p>

	<p>condition from developing</p> <p>NOTE 2: Restricted work activity limited to the day of injury does <u>not</u> make case recordable.</p> <p>NOTE 3: Includes job transfers if due to medical restrictions.</p>
<p>Days Lost – Restricted Work</p>	<p>Requirement to record days lost due to Restricted Work Injuries and Illnesses, starting from the day after the injury occurs. Enter total number of days away from work due to RWI's for that period.</p> <ul style="list-style-type: none"> <li>• Note 1: If unknown at the time, a reasonable estimate should be made and this should be updated once actual days are known.</li> <li>• Note 2: You must count the CALENDER days the employee was unable to work, whether or not the employee was scheduled to work or not.</li> </ul> <p>If a single injury or illness involved both days away from work (lost time) and days of restricted work activity (RWI), enter the total number of days for each under the relevant category. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches <b>180</b> days.</p>
<p>Medical treatment injury or Illness (MTI)</p> <p>OSHA = Other Recordable Cases</p>	<p>Medical treatment includes managing and caring for a patient for the purpose of combating disease or disorder. You must record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional.</p> <p>You must record any work- related case involving: cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum.</p> <p>You must record the following conditions when they are work-related:</p> <ul style="list-style-type: none"> <li>• any needle stick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material;</li> <li>• any case requiring an employee to be medically removed under the requirements of an OSHA health standard;</li> <li>• tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active</li> <li>• Tuberculosis.</li> <li>• an employee's hearing test (audiogram) reveals 1) that the employee has experienced a Standard Threshold Shift</li> <li>• (STS) in hearing in one or both ears (averaged at 2000, 3000, and 4000 Hz) and 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS.</li> </ul> <p>The following are <b>not</b> considered medical treatments and are NOT recordable:</p>

	<ul style="list-style-type: none"> <li>• visits to a doctor or health care professional solely for observation or counselling;</li> <li>• diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes; and</li> <li>• any procedure that can be labelled first aid.</li> </ul>
First aid treatment injury (FTI)	<p>Means only the following treatments (any treatment not included in this list is not considered first <b>aid</b> for recordkeeping purposes):</p> <ul style="list-style-type: none"> <li>• using non-prescription medications at non-prescription strength;</li> <li>• administering tetanus immunizations;</li> <li>• cleaning, flushing, or soaking wounds on the skin surface;</li> <li>• using wound coverings, such as bandages, BandAids™, gauze pads, etc., or using SteriStrips™ or butterfly bandages.</li> <li>• using hot or cold therapy;</li> <li>• using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;</li> <li>• using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).</li> <li>• drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;</li> <li>• using eye patches;</li> <li>• using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;</li> <li>• using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye;</li> <li>• using finger guards;</li> <li>• sing massages;</li> <li>• drinking fluids to relieve heat stress</li> </ul>
Occupational Illness	<p>Record all diagnosed occupational illnesses - Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to factors associated with employment." Classifications used:</p> <ol style="list-style-type: none"> <li>1. Skin diseases or disorders are illnesses involving the worker's skin that are caused by work exposure to chemicals, plants, or other substances.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Respiratory conditions are illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapours, or fumes at work.</li> <li>3. Poisoning includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.</li> <li>4. Noise-induced hearing loss is defined for recordkeeping purposes as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more in either ear at 2000, 3000, and 4000 hertz and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 hertz) in the same ear(s).</li> <li>5. All other occupational illnesses. Heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of non-ionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; blood borne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumours; histoplasmosis; coccidioidomycosis.</li> </ol>
Total Recordable Injuries (TRI)  OSHA - Total Recordable Cases (TRC)	Count of Deaths, LTI's, RWI's, MTI's (including other "recordable" cases) for the period and relationship that data is being entered.
Near Miss	A single event where no harm is caused but could have resulted in harm
Hours Worked:	Hours worked should include work by salaried, hourly, part time and seasonal workers, plus any other workers subject to day to day supervision by your organization (e.g. temps). Do not include hours associated with leave or non work time. If you do not records hours worked, provide an estimate of actual hours worked based on number of employees.
Lost Time Injury and Illness Frequency Rate (LTI FR)	The number of recordable <b>cases</b> (injuries and illnesses) involving days away due to lost time injuries, multiplied by 200,000, then divided by the total number of hours worked by all employees during the calendar year.
Total Recordable Injury and Illness Rate (TRI FR):	This includes all recordable injuries/illnesses (MTI, RWI and LTI) plus fatalities. The calculation is the number of recordable cases (injuries and illnesses) multiplied by 200,000, then divided by the total number of hours worked by all employees during the calendar year.
All Injury and Illness Frequency Rate (AI FR):	This includes all injuries and illnesses as in the TRIFR, plus First Aid. The calculation is the number of recordable cases (injuries and illnesses) multiplied by 200,000, then divided by the total number of hours worked by all employees during the calendar year.