

# Recording and Reporting OSH-Related Mishaps

**H**earing loss is the single largest source of disability among Navy/Marine Corps military and civilian personnel, so we'll use it as an example for reporting occupational safety and health issues. Recording and reporting these cases can be confusing, largely due to changes in the regulations and the need for clarification of the definitions.

This section will help you identify when hearing-loss cases are required to be recorded on the OSHA-300 log and reported in WESS or ESAMS. It describes specific procedures to use when reporting hearing loss, whether caused by noise exposure over time or by traumatic, physical injury.

**Recording and reporting hearing loss cases:** Noise-induced work-related hearing loss, resulting

from chronic exposure to noise in the work place over time, is an occupational **illness**. Hearing loss due to a traumatic or instantaneous injury to the ear is an occupational **injury**. Both types of hearing loss must be recorded on the OSHA log and reported in WESS or ESAMS, when certain threshold conditions are met. The following defines those thresholds and guides you through the specifics of recording and reporting these cases.

**Threshold shift:** Hearing loss cases are typically identified by an audiogram, indicating that a Significant Threshold Shift (STS) in hearing has occurred. However, not every STS case is recordable on the OSHA log or reportable in WESS or ESAMS. Noise-induced hearing loss cases are defined as OSHA-recordable, when, in addition to

Navy photo by MCSN John Wagner



the STS, there is also an average change in hearing in one or both ears of 25 decibels (dB) above audiometric zero. Both conditions must be present to meet OSHA recording criteria. Figure 1

shows how to report the “Injury/Illness Severity” in WESS. These cases should be reported as an “Other Reportable Event;” and not as a Class B, permanent partial disability case.

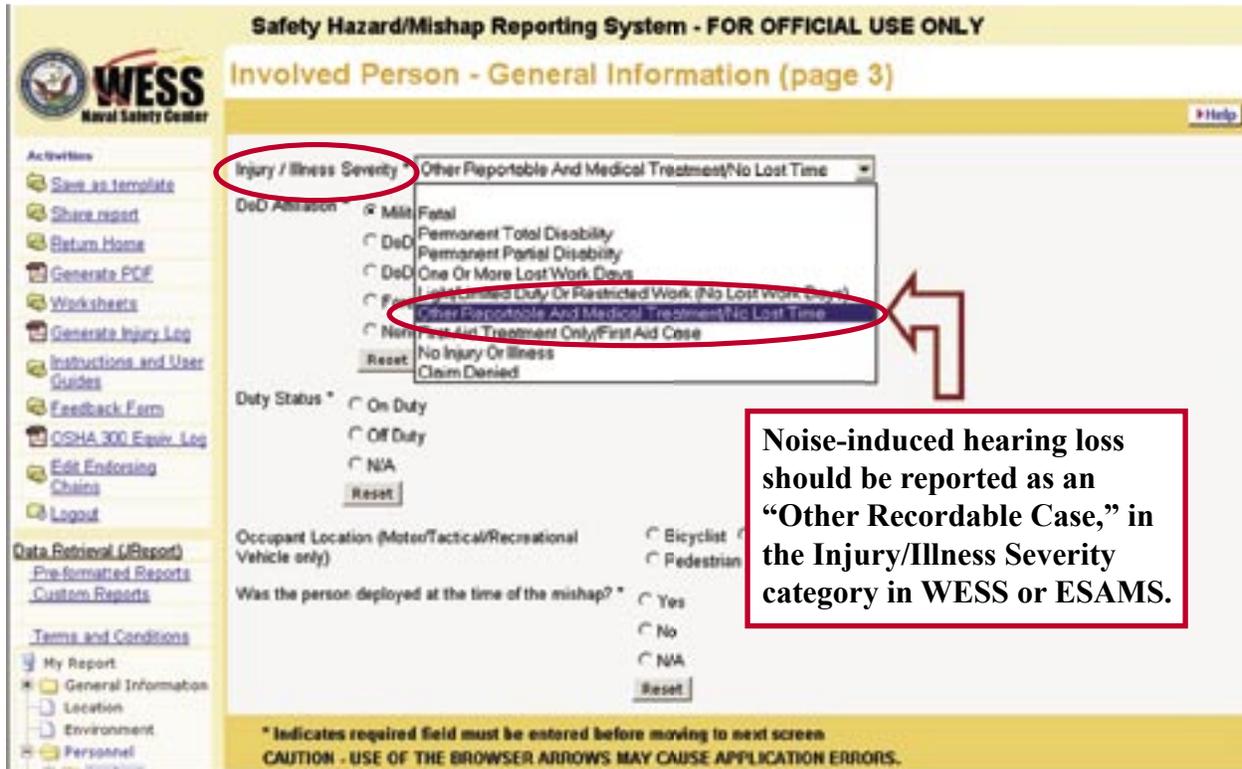


Figure 1—Reporting an OSHA-recordable Standard Threshold Shift (STS)

In the “Personnel” section of the report, two additional pieces of information are needed: the source or notification method that a hearing loss occurred and the OSHA classification code for the reportable event. Figure 2 shows the selection of “Audiogram” to provide the first piece of information.

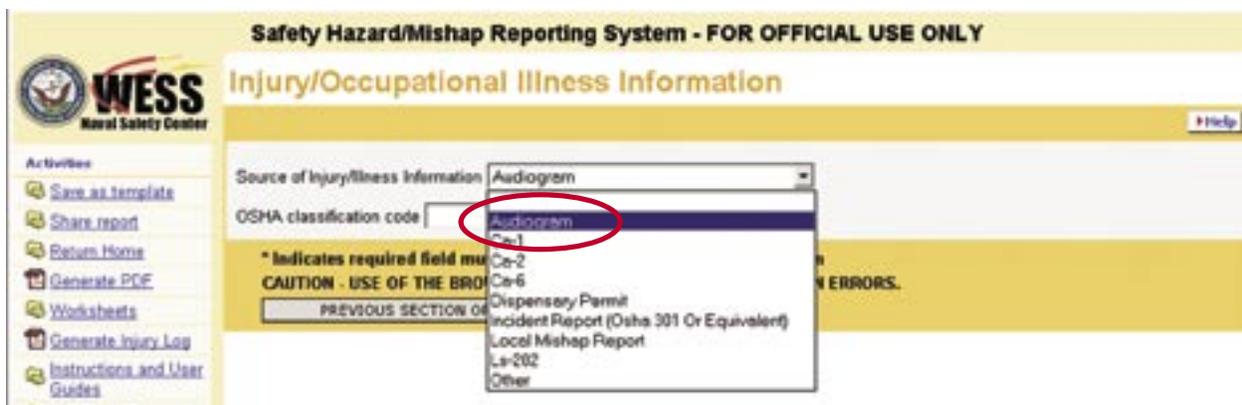


Figure 2—Noise-induced hearing loss is typically identified through an audiogram.

Figure 3 shows the specific OSHA classification code for “Hearing Loss” that should be selected as the type of illness.

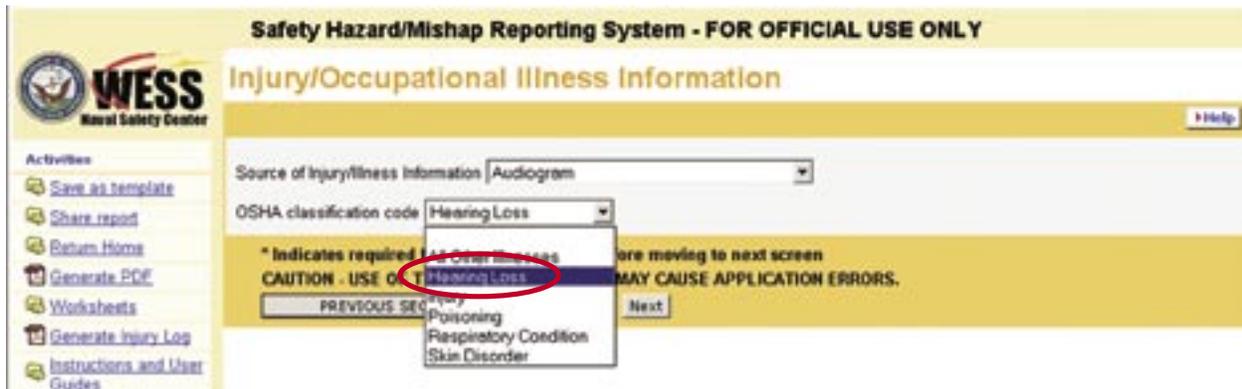


Figure 3—Selection of hearing loss as the OSHA classification code

**Hearing loss due to traumatic injury:** Traumatic, physical injury mishaps to the ear(s), like any other occupational injury, are recorded on the OSHA log when they meet OSHA criteria (medical treatment beyond first aid, days away from work, etc.).

**Hearing loss may be a Class B:** Sometimes a traumatic injury (e.g., being struck by an object or a blast/explosion or over-pressure incident) also results in a hearing loss. The injury is considered a permanent partial disability case when it results in a hearing loss of 10 dB or greater, as documented by medical authority. This injury must be reported—in WESS or ESAMS—as a Class B mishap. ♦

## Shore Mishaps Reporting and Recordkeeping and WESS Training

Mishap reporting and WESS training resources are available on the Naval Safety Center website. WESS User Guides covering a variety of WESS design, navigation and reporting procedures can be found at: <http://www.safetycenter.navy.mil/wess/tutorial/>.

Half-day Mishap Reporting and Recordkeeping Workshops are offered by Naval Safety Center staff, either on-site or using VTT resources. The workshop focuses on mishap reporting and recordkeeping requirements of OPNAVINST 5102.1D/MCO 5102.1B, OSHA 29 CFR 1904 and 1960 regulations. It includes a step-by-step guide to creating a mishap entry/report in the WESS, and covers a sample of data elements specific to

mishaps involving private or government-owned motor vehicles (PMV or GMV). Enterprise Safety Applications Management System (ESAMS) users will find this workshop valuable because activities using ESAMS for mishap reporting must also maintain WESS accounts for several reasons, including to report certain types of events such as PMV mishaps. Safety professionals, whether full-time or collateral duty, are encouraged to take advantage of this training.

For additional information on future workshop dates and locations, or to request a training session in your area, contact Mr. Chuck Almond, Installation and Industrial Safety Directorate, Naval Safety Center; email: [charles.almond@navy.mil](mailto:charles.almond@navy.mil). ♦