

<b>OSHKOSH CORPORATION GLOBAL POLICY</b>		Approver	Director – Safety
Title	Health & Safety Data Management	Responsible Party	Coordinator - Safety
Number	GBL-POL-SFT008	Last Revised	12/27/2022

## PURPOSE

Standardize how health and safety data is being reported, collected, and presented to increase consistency.

## SCOPE

The reporting, collection, and presentation of OSHA recordable cases, OSHA lost time cases, and hours worked.

## DEFINITIONS

OSHA – Occupational Safety and Health Administration.

OSHA General Recording Criteria (1904.7) – OSHA's recording and reporting occupational injuries and illnesses. Specifically includes recordkeeping forms and recording criteria.

Recordable Case – A work-related injury or illness that meets OSHA's general recording criteria.

Lost Time Case – A work-related injury or illness that meets OSHA's general recording criteria and results in one or more days away from work (excluding the day of initial incident).

Incidence Rates – A mathematical formula that represents the number of work-related injury and illness cases per 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rate for an entire year. Formula - number of injuries and illnesses X 200,000 / Employee hours worked. 200,000 is a constant that represents the 100 employees working 40 hours per week, 50 weeks per year.

Recordable Incident Rate – A mathematical formula that represents the number of work-related recordable cases per 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rate for an entire year. Formula - number of recordable injuries and illnesses X 200,000 / Employee hours worked.

Lost Time Incident Rate – A mathematical formula that represents the number of work-related lost time cases per 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rate for an entire year. Formula - number of recordable injuries and illnesses X 200,000 / Employee hours worked.

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Employee Hours Worked – Total hours worked by all employees under the direct care, control, and custody of the employer. Employees are considered hourly, office, and contractors.

Contractors – Working for the company hired through a 3<sup>rd</sup> party vendor to perform company specific tasks. These contractors report directly to a company representative and are under the direct care, control, and custody of the site company. Included would be temporary agencies, interns / co-ops, part-time, or other.

Intelex – Web-based incident management software.

## POLICY

### Incident Reporting

All incidents (regardless of magnitude) are required to be reported to the company immediately. These incidents should be investigated as soon as possible, and all investigative findings will be entered into Intelex.

### Case Determination

Based on the investigation results each case will be categorized accordingly. If the incident involves a personal injury or illness, the facility will use OSHA's general recording criteria (1904.7(b)(1)) along with the investigation results to determine final work-relatedness of the event.

If the injury / illness event is determined to be a work-related event, OSHA's general recording criteria will be used to classify accordingly. This classification will default as a recordable case and if the event results in one or more days away from work (excluding the initial day of event) the case will also be considered a lost time case.

Final case determination will be entered into Intelex and managed until the case is closed. A closed case is when the employee has reached end of healing and or is returned back to full duty of their job. Case determination is the data point that is used for incidence rates calculations.

### Hours Worked Collection

On a monthly basis each location will upload their employee hours worked data for the prior month. This information will be uploaded directly to Intelex.

- **Production hours:** collection should be actual hours pulled from a labor software.
- **Office hours:** may be collected as actual through labor software or estimated. Estimated hours worked should be headcount x 9 hours x number of working days in that month.

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## Key Data Output

There are 2 key data outputs from Intelex that will be used for all internal and external reporting:

### 1. OSHA Logs and 300 Summaries

As data is entered into Intelex, it will automatically populate the appropriate OSHA logs and annual summaries as required by OSHA.

### 2. Incidence Rates (recordable and lost time)

Intelex will automatically feed key data sets (recordable cases, lost time cases and hours worked) directly to Power BI consistently throughout each day. Power BI will utilize both data sets from Intelex to create the incidence rates for each location. These incidence rates will be presented in chart form and as extractable data points.

## Data Auditing

Data auditing will be conducted on a quarterly basis by Corporate Safety to ensure data integrity and consistency. In addition, all data will be reviewed in January in preparation for annual OSHA reporting and any other external reporting.

The data auditing review process will consist of the following:

1. An Intelex report titled "Data Validation YEAR" will be run quarterly automatically and emailed to each segment Safety Director.
2. Each quarter Intelex will send the Safety Directors a Data Review task via Intelex's Action Plan application. The Segment Directors will have to validate the information from the quarterly report and close out the task. To help guide the Safety Directors an audit template will be added to the Action Plans site.
3. After all segment validations are completed, corporate safety will run an Enterprise version of Data Validation and review that to the data presented in Power BI.
4. At the end of the year, corporate safety will receive a full year Data Validation report for final review and compare to both Power BI and the Segment OSHA 300 Logs.
5. Upon successful review and copy of the end of year report will be printed to PDF and saved in the corporate safety folder "Annual Data Verification".

## REFERENCES

OSHA 1904.7

## CONTACTS

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## REVISION (see below criteria to determine if a new revision number is applicable)

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Date	Revision (Version)	Description of Change	Revised By
12/27/2022	1.0	New Policy	Jacob Leichnam

**Note: Each revision number creates a new version of the procedure with the old version being archived with the retention of subsequent plus 10 years**

#### LAST REVIEWED

Last Reviewed Date: **12/27/2022**

New Policy

Complete Rewrite

If applicable, reference previous number **CLICK OR TAP HERE TO ENTER TEXT.**

Content Changes (include description of change in Revision section above)

*A new revision number is not applicable if the only changes made are in the list below:*

No Changes Made

Formatting

Grammar

Contacts

Responsible Party

Approver

Number Changed, Previous Number Was: **CLICK OR TAP HERE TO ENTER TEXT.**