



CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 3.3	
TO:	All City of Dublin Employees
FROM:	Megan D. O'Callaghan, City Manager <i>Megan O'Callaghan</i>
SUBJECT:	Accident/Injury Reports/Exposure Records
DATE:	May 1, 2025
<i>Supersedes and replaces Administrative Order 3.3, dated February 11, 2014, regarding same subject.</i>	
PROPONENT:	Division of Human Resources (Risk Management)

1. PURPOSE

The purpose of this Administrative Order is to establish procedures regarding the completion and maintenance of accident, injury, illness, and exposure records. This Administrative Order shall be applicable to all City of Dublin employees and all Department/Division Heads and supervisory personnel shall be responsible for ensuring compliance with the reporting and record keeping procedures contained herein.

2. REPORTING/RECORD KEEPING PROCEDURES/REQUIREMENTS

The following record keeping procedures/requirements are hereby established. These procedures/requirements shall be reviewed annually by the Risk Manager to ensure the City's procedures/requirements are in compliance with any revisions to the safety standards governed by Chapter 4167 of the Ohio Revised Code or of Chapter 1347 of the Ohio Revised Code.

A. Injury Investigation Reporting Procedure

(1) Supervisors will be responsible for investigating work-related accidents and illnesses and reporting them to the Risk Manager using the online incident reporting software.

(2) When an employee encounters a work-related injury, the incident must be reported on the online incident reporting software. This incident should be reported as soon as possible after an accident has been incurred, however, in no case must it be submitted later than three (3) calendar days following the date of injury.

(3) The incident should be reported on the online incident reporting software by the affected employee or their direct supervisor. Human Resources will receive notification of the report and reach out to the supervisor to complete the supervisory portion of the incident report.

(4) In the event professional medical treatment is sought for the injury/illness, the employee must obtain a work-related injury reporting packet from their supervisor and present it to the medical professional confirming that the injury is work-related. The employee must also complete a Bureau of Workers' Compensation Form FROI-1 (copy attached). Copies of these forms are usually available at the medical facility. If, however, said form is not available, one may be obtained from the Division of Human Resources or DubNet.

(5) All injuries should be reported to the employee's supervisor immediately, but in no case later than 3 calendar days following the date of injury. Failure to report an injury may preclude approval of a claim by the City of Dublin and/or the Bureau of Workers' Compensation, and may result in disciplinary action against the employee for failure to comply with the reporting procedures.

(6) All lost time for full-time personnel due to a work-related injury must also be reported through the time keeping system and a BWC Medco-14 form or supporting documentation from a licensed physician justifying that the employee is unable to return to full work status due to the illness or injury.

(7) All incidents should be reported electronically through the online incident reporting software. This software program shall be used to create the OSHA 300 log/PERRP 300AP log and the OSHA 300A/PERRP A log. In addition, managers shall utilize this database upon request from Risk Management, lost time reports and other informational graphs necessary for the review and management of injury related issues.

B. Log and Summary of Occupational Injuries and Illnesses (OSHA Form 300/PERRP 300AP)

The Risk Manager or other designated employee shall have the following responsibilities concerning the maintenance of the annual log and summary of recordable occupational injuries and illnesses:

(1) Maintain a log and summary of all recordable occupational injuries and illnesses by calendar year;

(2) Utilize PERRP 300P and enter information onto the log within six (6) working days after receipt of information that a recordable event has occurred.

C. Annual Summary

The Risk Manager, or other designated employee shall be responsible for completing and posting the attached annual summary of occupational injuries and illness by February 1 of each calendar year. This summary must remain posted until April 30th. This summary will consist of the annual totals from the PERRP 300P and will include the following:

- (1) Calendar year covered;
- (2) Name and address of employer;
- (3) Certification signature, title, and date.

D. General Records Maintenance

The records mentioned above must be filed separately and maintained for each calendar year.

E. Records Retention Schedule

Document	Retention Period
Log and summary of all recordable occupational injuries and illnesses (PERRP 300AP).	Retained for five (5) years
Accident reports/supplementary records for each illness or injury	Retained for ten (10) years
Employee exposure records, as described in 29 CFR 1910.20 (Access to Records Policy).	Retained for thirty (30) years
Employee medical records	Retained for seventy (70) years
Employee exposure to blood borne pathogen records as described in 29 CFR 1910.1030.	Permanent
Noise exposure records.	Retained for thirty (30) years
Audiometric test records as described in 29 CFR 1910.195.	Retained for twenty (20) years

Records other than those listed above, e.g., health insurance records, etc., have no OSHA retention schedule; however, they remain subject to retention under Section 149.42 of the Ohio Revised Code.

F. Records Destruction

May 1, 2025

Although the above records may have reached a date on which they can be purged, Ohio Law, per chapter 149, dictates that appropriate authorization be received before any public record can be destroyed.

Attachment: FROI-1 Form