



**SUMMARY OF WORK-RELATED
INJURIES AND ILLNESSES
FORM SH-900.1**

Calendar Year _____

All establishments covered by PART 801 **must** complete this summary annually, even if no occupational injuries or illnesses occurred during the year.

Employees, former employees, and their representatives have the right to review this form. They also have limited access to the Log (SH 900) or its equivalent. See 801.35 and instructions for further details on access provisions for these forms.

1. ESTABLISHMENT INFORMATION	2. EMPLOYMENT INFORMATION
ESTABLISHMENT NAME	If you don't have accurate figures, see the instructions on the back of this sheet. AVERAGE NUMBER OF EMPLOYEES _____ TOTAL HOURS WORKED BY ALL EMPLOYEES LAST YEAR _____
STREET ADDRESS	
CITY, STATE, ZIP CODE	
INDUSTRY DESCRIPTION (e.g., village fire department)	
NORTH AMERICAN INDUSTRIAL CLASSIFICATION SYSTEM (NAICS). 6 1 1 1 1 0	

Enter the column totals from the Log of Occupational Injuries and Illnesses (SH 900) for each category (column labels under each line correspond to the columns on the Log). If a category has no cases, enter "0."

3. NUMBER OF CASES	4. NUMBER OF DAYS	5. INJURIES AND ILLNESS TYPES
DEATHS _____ (Col. G)	AWAY FROM WORK _____ (Col. K) JOB TRANSFER OR RESTRICTION _____ (Col. L)	INJURIES _____ (Col. 1)
DAYS AWAY FROM WORK _____ (Col. H)		SKIN DISORDERS _____ (Col. 2)
JOB TRANSFER OR RESTRICTION _____ (Col. I)		RESPIRATORY CONDITIONS _____ (Col. 3)
OTHER RECORD-ABLE CASES _____ (Col. J.)		POISONINGS _____ (Col. 4)
		HEARING LOSS _____ (Col. 5)
		ALL OTHER ILLNESSES _____ (Col. 6)

6. CERTIFICATION	
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.	
SIGNATURE _____	TITLE _____
PRINT NAME _____	DATE _____

CALCULATING EMPLOYMENT INFORMATION (Section 2)

If accurate figures regarding the average number of employees and the total hours worked by your employees are not available, please use the steps below to estimate these numbers.

Average Number of Employees

	SAMPLE DATA	YOUR DATA
1. Add the total number of employees paid in all pay periods for the year. Include all full-time, part-time, temporary, seasonal, salaried, and hourly Employees. EXAMPLE Please list the number of employees in each pay period since this number may change on a monthly basis. See Example Sheet	2,400 (a)	(a)
2. Count the number of pay periods for the year, including pay periods with no employees. EXAMPLE School employees are paid in 24 pay periods. This includes pay periods when you had no employees.	24 (b)	(b)
3. Divide the number of employees by the number of pay periods. $\frac{\quad}{a} / \frac{\quad}{b}$ EXAMPLE 2400 employees divided by 24 pay periods = 100 employees	100 (c)	(c)
4. Round the answer to the next whole number. Enter this number in the line for " Annual average number of employees " in item 2 on the front.	100 (d)	(d)

Total Hours By All Employees

	SAMPLE DATA	SAMPLE DATA						
1. Enter the number of full-time employees in your establishment for the year. EXAMPLE PS 123K had 90 full-time employees during the year.	90 (e)	(e)						
2. Enter the number of work hours for a full time employee in a year. EXAMPLE According to PESH, a teacher usually works about 1, 200 hours per year.	1,200 (f)	(f)						
3. Multiply (e) by (f) to find the number of full time hours worked. EXAMPLE 90 full-time employees x 1200 hours (worked by a full time employee in a year) equals 108,000 full-time hours.	108,000 (g)	(g)						
4. Add number of overtime hours and number of hours worked by other employees (part-time, temporary, seasonal). EXAMPLE <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td>Overtime hours</td> <td style="text-align: right;">+ 1,000</td> </tr> <tr> <td>Part-time hours</td> <td style="text-align: right;">+ 2,000</td> </tr> <tr> <td>Total overtime hours</td> <td style="text-align: right; border-top: 1px solid black;">= 3,000</td> </tr> </table>	Overtime hours	+ 1,000	Part-time hours	+ 2,000	Total overtime hours	= 3,000	+ 3,000 (h)	(h)
Overtime hours	+ 1,000							
Part-time hours	+ 2,000							
Total overtime hours	= 3,000							
5. Round the answer to the next highest whole number. Enter this number in the lines for " Total Hours Worked By All Employees Last Year " in Item 2 on the front.	111,000 (i)	(i)						

INSTRUCTIONS TO CALCULATE EMPLOYMENT INFORMATION (Section 2)

Add the total number of employees paid in all pay periods for the year. Include all full time, temporary, seasonal, salaried, and hourly employees.

Example: PS 123K pays its employees 24 times each year. If the pay period for full-time employees at your reporting site is 26, then follow the same steps using 26 pay periods.

#PAY PERIODS	PAY DATE	# EMPLOYEES
1	Jan 15 th	92
2	Jan 30 th	92
3	Feb 15 th	102
4	Feb 28 th	102
5	Mar 15 th	100
6	Mar 30 th	100
7	Apr. 15 th	99
8	Apr. 30 th	99
9	May 15 th	99
10	May 30 th	99
11	Jun 15 th	99
12	Jun 30 th	99
13	July 15 th	99
14	July 30 th	99
15	Aug 15 th	100
16	Aug 30 th	100
17	Sept 15 th	102
18	Sept 30 th	102
19	Oct 15 th	102
20	Oct 30 th	102
21	Nov 15 th	102
22	Nov 30 th	102
23	Dec 15 th	100
24	Dec 30 th	100
TOTAL		2400