



Spring 2012

Reporting Occupational Injuries and Illnesses (SH 900 Reporting)

All NYCDOE sites must complete and submit a record of occupational injuries and illnesses for calendar year 2011. This information must be recorded on specific forms called the Log of Work-Related Injuries and Illnesses ([SH900](#)), the Summary of Work-Related Injuries and Illnesses ([SH 900.1](#)) and the Injury and Illness Incident Report ([SH 900.2](#)). [Instructions](#) and an informational [PowerPoint presentation](#) are available to assist School Secretaries in completing these forms.

The New York State Department of Labor requires each employer to maintain a record of all recordable occupational injuries and illnesses for each site. Department of Labor compliance officers will be auditing the NYCDOE's response and may levy fines against the NYCDOE if schools have not submitted their completed SH 900 forms as required. Principals are responsible for ensuring that their schools are in compliance with this regulation.

Reporting Period

Information reported on the forms must reflect the period from January 1, 2011 to December 31, 2011. All recordable injuries and illnesses must be added to the current log no later than 6 working days after the injury/illness occurred.

Tuberculosis (TB)

TB infection (positive skin test) and TB disease are both recordable on the SH 900 form in facilities where TB has been identified as a hazard. However, if an employee is found to have a positive skin test and was also positive prior to employment, the case would not be recordable. If an employee who is at occupational risk for exposure to TB and develops active TB during employment, this case would be recordable because it is presumed to be due to work-related exposure.

Bloodborne Pathogens

Record all work related exposures from needle sticks, cuts or splashes from exposure to another's blood or other potentially infectious material if it results in diagnosis of a bloodborne disease, or meets the general recording criteria.

Recordkeeping

The original series of forms must be kept on file for a period of five years from the year being reported. These forms must be made available to the NYS Department of Labor Compliance Officers upon request.

Submission of Completed Reports

Completed SH900 forms must be filed by **May 22, 2012**, with the Office of Occupational Safety and Health, 65 Court Street, Room 706, Brooklyn NY 11201, ATTN SH-900 or faxed to (718) 935-4682. Questions can be directed to (718) 935-2319.