

RE: Log and Summary of Occupational Injuries and Illnesses (SH 900 Series)

All New York City Department of Education sites should have already completed and posted a record of occupational injuries and illnesses for the calendar year 2008. This information must be recorded on specific forms called the Log of Work-Related Injuries and Illnesses (SH 900), the Summary of Work-Related Injuries and Illnesses (SH 900.1) and the Injury and Illness Incident Report (SH 900.2). The Summary of Work Related Injuries and Illnesses should have been posted in a conspicuous place at each site from February 1, 2009 to April 30, 2009.

The New York State Department of Labor under Part 801, Recording and Reporting Public Employees' Occupational Injuries and Illnesses, requires each New York City Department of Education establishment to maintain records of all recordable occupational injuries and illnesses. The log of recordable occupational injuries and illnesses are filed annually with the New York State Department of Labor.

In the past, the New York State Department of Labor has cited Department of Education schools for non-compliance with this regulation. Please note that a violation of this nature may carry fines of up to \$50.00 - \$250.00 a day and may accrue until the violation is abated. In order to avoid citation for non-compliance, it is imperative that all facilities comply with this requirement. The Department of Labor has extended the compliance audit date to in order to increase the overall compliance rate. All sites must submit copies of the SH 900, SH 900.1, SH 900.2. If no occupational injuries and illnesses occurred during the calendar year 2008, the SH 900 and SH 900.1 must still be submitted with the word "NONE" clearly marked across the face of the page.

Reporting Period

Information reported on the forms should reflect the calendar year January 1, 2008 to December 31, 2008.

Recordkeeping

Please note that all sites must retain the original series of forms on file for a period of five years and available to the New York State Department of Labor inspectors upon request. Failure to do so will result in citations and fines.

Submitting Completed Reports

Schools must send a copy of the completed SH 900 series of forms (SH 900, SH 900.1, SH 90900, SH 900.1, SH 900.2 or a copy of the Comprehensive Accident Report for each recordable occupational injury) to the Office of Occupational Safety and Health no later than June 12, 2009 at:

New York City Department of Education
Office of Occupational Safety and Health
65 Court Street, Room 706
Brooklyn, NY 11201
Attn: SH-900

Or Fax: 718-935-4682

If you have any questions concerning the completion of this form please call the Office of Occupational Safety and Health at (718) 935-2319.

Please print your Borough, District No. and/or Empowerment School Network No. on the envelope or Fax cover sheet.