RECORDKEEPING DECISION TREE

Did the employee experience an injury or illness?

NO → DO NOT RECORD THE INJURY OR ILLNESS

YES ↓

- **Is the injury or illness work-related? (27-01103)**
- **Was the employee in the work environment? (Presumed to be work-related)**
- **Was the employee in travel status, or working from home? (Needs to be engaged in work activities, "in the interest of the employer.")**

NO → DO NOT RECORD THE INJURY OR ILLNESS

YES ↓

Is the injury or illness a "Significant Aggravation" of a (non work-related) Pre-existing injury or illness would likely not have met the general recording criteria but for the occupational event or exposure.) 27-01103

NO → DO NOT RECORD THE INJURY OR ILLNESS

YES ↓

Is the injury or illness a new case? (27-01105)

NO → **Update the previously recorded injury or illness entry if necessary.**

YES ↓

Does the injury or illness meet the general recording criteria or the application for specific cases? ***General Recording Criteria (27-01107):***

- **Death**
- **Days away from work**
- **Restricted work or job transfer**
- **Medical treatment beyond first aid**
- **Loss of Consciousness**
- **Significant injury or illness; i.e.,**
  - **Cancer**
  - **Chronic irreversible disease**
  - **Fractured or cracked bone**
  - **Punctured eardrum**

Specific recording criteria:

- **Needle sticks and sharps injuries (27-01109)**
- **Medical removal (27-01111)**
- **Hearing loss (27-01113)**
- **Tuberculosis (27-01115)**

NO → DO NOT RECORD THE INJURY OR ILLNESS

YES ↓

RECORD THE INJURY OR ILLNESS

Medical treatment doesn't include:

1. ***Observation or counseling***
2. ***Diagnostic testing, or any of the following First Aid treatments (27-05101):***
   - ***Non-prescription medication at non-prescription strength***
   - ***Tetanus immunization***
   - ***Cleaning, flushing or soaking wounds on skin surface***
   - ***Wound coverings such as bandages, gauze, pads, butterfly, steri-strip***
   - ***Hot or cold therapy***
   - ***Non-rigid support***
   - ***Temporary immobilization devices for transport to medical facility***
   - ***Drilling of fingernail or toenail***
   - ***Eye patches***
   - ***Removing foreign bodies from eye by simple means***
   - ***Removing splinters or foreign material from other than the eye by simple means***
   - ***Finger guards***
   - ***Massages***
   - ***Drinking fluids for heat stress***