

Divison of Safety and Health Public Employee Safety and Health State Office Campus Building 12, Room 158 Albany, NY 12240

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

Calendar Year

All establishments covered by PART 801 <u>must</u> 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.
STREET ADDRESS	
	AVERAGE NUMBER OF EMPLOYEES
CITY, STATE, ZIP CODE	
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INDUSTRY DESCRIPTION (e.g.,village fire department)	TOTAL HOURS WORKED BY ALL EMPLOYEES LAST YEAR
NORTH AMERICAN INDUSTRIAL CLASSIFICATION SYSTEM (NAICS).	

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."

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

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			
	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

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.		 (a)
2.	Count the number of pay periods for the year, including pay periods with no employees.		 (b)
3.	Divide the number of employees by the number of pay periodsA	-	 (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.		 (d)
Tota	I Hours Worked By All Employees		
1.	Enter the number of full-time employees in your establishment for the year.		 (e)
2.	Enter the number of work hours for a full-time employee in a year.		 (f)
3.	Multiply (e) by (f) to find the number of full-time hours worked.	Х	 (g)
4.	Add number of overtime hours and number of hours worked by other employees (part-time, temporary, seasonal).	+	 (h)
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.		 (i)