Meet Our Consultants

INSafe is Indiana’s OSHA consultation program. INSafe Safety and Health Consultants work with Hoosier employers to provide workplace safety and health consultation, training and compliance assistance. INSafe services are free and confidential. Our consultants will come to your worksite(s) and conduct a full-service or limited scope consultation, depending on your needs.

INSafe has Safety Consultants and Industrial Hygiene Consultants that can address a wide range of safety concerns in your business. Our services are also available in Spanish. Schedule your INSafe consultation today!

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INSafe, the Indiana Consultation State Plan, receives 84% of its budget from a grant of $941,300 in federal funds. The remaining 16% of the State Plan budget is financed through $179,066 in Indiana state funds.

IOSHA, the Indiana Enforcement State Plan, receive 50% of its budget from a grant of $2,570,100 in federal funds. The remaining 50% of the State Plan budget is financed through $2,570,100 in Indiana state funds.

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Commissioner’s Message
Indiana: The Crossroads of Safety Manufacturing
State and Local Government
Agriculture, Forestry, Fishing, and Hunting
Healthcare and Social Assistance
Transportation and Warehousing
Retail Trade
Accommodation and Food Services
Arts, Entertainment, and Recreation
Mining, Quarrying, and Oil and Gas Extraction
Construction
Changes Ahead: OSHA Recordkeeping and the SOII
Merging Lanes: Safety Responsibilities on Multi-Employer Worksites
Minor Improvements: Maintaining Compliance with Youth Employment Laws
Raising Awareness: Basic Forklift Safety
Mark Your Calendar
Rolling Home: Safety in the RV Industry

General Industry Top 10 Most Cited Standards Of 2021
Construction Industry Top 10 Most Cited Standards Of 2021
National Safety Stand-Down 2022
VPP and INSHARP Participants

Eric J. Holcomb
Governor
Joe B. Hagee
Commissioner of Labor
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Joe Black
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Stacy Wart
Director of Quality, Metrics, and Statistics
**Fellow Hoosiers:**

The Indiana Department of Labor (IDOL) is pleased to present the 2022 edition of *IN Review*, our annual occupational safety and health publication.

Despite the challenges brought on by the continuing COVID-19 pandemic, Hoosiers employers and employees have continued to meet the challenges head-on. We have continued to adapt to ever-changing guidance to make our workplaces safer and healthier than ever before. Our vigilance and fortitude will carry over into 2022 as we work together to advance the safety, health, prosperity of all Hoosiers in the workplace.

In 2020, Indiana’s nonfatal occupational injury and illness rate set another record with a new historic low for the state of 3.1 injuries and illnesses per 100 full-time workers. Since 1992, this rate has declined by an impressive 73 percent. This, however, does not mean our job is done. There is still a great deal of work ahead to ensure the safety and health of Hoosier workers.

We hope the information and articles included in this edition of *IN Review* will guide and enhance your own worker safety and health programs.

If you have any questions concerning this publication or its data, we encourage you to contact our free workplace safety and health consultation program, INSafe, by email at insafe@dol.in.gov or by calling (317) 232-2688.

**Joe B. Hoage**
Commissioner of the Indiana Department of Labor

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**Comissioner’s Welcome**

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**Indiana: The Crossroads of Safety**

Hoosier businesses have made phenomenal strides in the areas of employee health and safety in the past decade. There’s a direct correlation between the drop in reported incidents and the rise of safety education. Businesses are asking for, and receiving, help in the form of Toolbox Talks, brochures, YouTube videos and more. The Indiana Department of Labor (IDOL) is here to help in any way possible. We want to make it as easy as possible for Indiana businesses to get the resources they need. The IDOL wants to be your partner in safety. Whether it’s a construction site concern or implementing the latest OSHA guideline, our consultants and inspectors are ready to make Hoosier worksites the safest in the nation.

**Indiana’s Nonfatal Occupational Injury and Illness Rate**

- **73% Reduction**
- Since 1994

![Graph showing rate per 100 full-time workers](image)
Indiana’s overall nonfatal occupational injury and illness rate continues to reach historic lows. The nonfatal injuries and illnesses rate decreased to 3.1 per 100 full-time workers in 2020. This represents a 72.57% decrease from the highest reported rate 11.3 in 1994.

Only three Hoosier industries experienced an increase in their respective injury and illness rates from 2019 to 2020:
- Health Care and Social Assistance
- Arts, Entertainment, and Recreation
- Other Services (Except Public Administration)

16 of Indiana’s industries experienced reductions in their respective injury and illness rates for 2020:

- Information: 60%
- Professional, Scientific, and Technical Services: 50%
- Educational Services: 44%
- Mining, Quarrying, and Oil and Gas Extraction: 40%
- Administrative and Support and Waste Management and Remediation Services: 32%
- Construction: 30%
- Wholesale Trade: 30%
- Accommodation and Food Services: 28%
- Utilities: 26%
- Management of Companies and Enterprises: 25%
- Transportation and Warehousing: 21%
- Local Government and State Government: 21%
- Retail Trade: 14%
- Educational Services: 14%
- Agriculture, Forestry, Fishing, and Hunting: 9%
- Manufacturing: 8%

In 2020, Hoosier workplaces reported 158 worker fatalities. This represents an increase of 12 worker fatalities from the previous year. Indiana industries with the highest number of work-related fatalities in 2020 included:
- Construction: 31
- Transportation and Warehousing: 26
- Agriculture, Forestry, Fishing, and Hunting: 31
Manufacturing

Indiana’s manufacturing industry is comprised of a variety of industrial facilities including steel mills; automobile, food, chemical, and wood product manufacturers; foundries; and many others. The manufacturing industry employs more Hoosier workers than any other industry in the state.

In 2020, the Total Recordable Case (TRC) rate for Indiana’s manufacturing industry was 3.4 nonfatal injuries and illnesses per 100 full-time workers, the lowest rate in state history for this industry. This was an eight percent decrease from the rate of 3.7 in 2019.

In 2020, 23% (3,720) of the estimated 16,500 nonfatal injuries and illnesses suffered by Hoosier workers in manufacturing resulted in the injured missing at least one day away from work. The median number of days away from work was ten (10) in 2020. Employees who suffered from injuries resulting in days away from work were most often male (67%), White (50%), and 45-54 (24%) years of age. The most common events or exposures in 2020 resulting in a work-related injury or illness with days away from work in the manufacturing industry included contact with object, equipment (31%); overexertion and bodily reaction (26%); and exposure to harmful substances or environments (20%). Common sources of nonfatal injuries included sprains, strains, tears (21%) and fractures (14%).

The sources of these injuries include person, injured or ill worker (14%) and parts and materials (14%). The subindustries under manufacturing with the highest injury and illness rates include transportation equipment manufacturing (4.3); plastics and rubber products manufacturing (4.0); and wood product manufacturing (4.0).


State and Local Government

The state and local government industry is a very broad category comprised of subindustries that include police officers, firefighters, teachers, city, county, and municipal workers; and elected officials. Some public sector occupations, such as healthcare workers at state-run hospitals, overlap private industry duties. In Indiana, the Indiana Occupational Safety and Health Administration (IOSHA) maintains jurisdiction over both private and public sector workplaces. Because of this, state and local government employees are protected by the same occupational safety and health standards, rules, and directives as private sector workers.

The 2020 Total Recordable Case (TRC) rate for Indiana’s state and local government industry was 3.4 nonfatal injuries and illnesses per 100 full-time workers, the lowest rate in state history for this industry. This was a 21% decrease from the rate of 4.3 in 2019.

In 2020, 29% (2,710) of the estimated 9,500 nonfatal injuries and illnesses suffered by Hoosier workers in state and local government resulted in the injured missing at least one day away from work. The median number of days away from work in state and local government was nine in 2020. Employees who suffered from injuries resulting in days away from work were most often male (56%), White (60%), and 45-54 (30%) years of age.

The most common events or exposures in 2020 resulting in a work-related injury or illness with days away from work in the state and local government industry included falls, slips, trips (30%); exposure to harmful substances or environments (21%); and overexertion and bodily reaction (20%). Common sources of nonfatal injuries included sprains, strains, tears (32%) and soreness, pain (18%).

The sources of these injuries include floors, walkways, ground surfaces (23%) and vehicles (13%). The subindustries under state and local government with the highest injury and illness rates include hospitals (state) (8.1); justice, public order, and safety activities (state) (3.1); and utilities (local) (3.4).

In 2020, six (6) fatal workplace injuries occurred in the state and local government industry.

<table>
<thead>
<tr>
<th>Year</th>
<th>Employment</th>
<th>U.S.</th>
<th>IN</th>
<th>Number of Injuries and Illnesses</th>
<th>Number of Fatalities</th>
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</table>
Agriculture, Forestry, Fishing, and Hunting

The Total Recordable Case (TRC) rate for Indiana’s agriculture, forestry, fishing, and hunting industry in 2020 was 4.3 nonfatal injuries and illnesses per 100 full-time workers. This was a nine percent decrease from the rate of 4.7 in 2019.

In 2020, 70% (350) of the estimated 500 nonfatal injuries and illnesses suffered by Hoosier workers in agriculture, forestry, fishing, and hunting resulted in the injured missing at least one day away from work. The median number of days away from work in agriculture, forestry, fishing, and hunting was ten (10) in 2020. Employees who suffered from injuries resulting in days away from work were most often male (91%), White (54%), and 35-44 (23%) years of age.

The most common events or exposures in 2020 resulting in a work-related injury or illness with days away from work in the agriculture, forestry, fishing and hunting industry included falls, slips, trips (31%); contact with object, equipment (29%); and violence and other injuries by persons or animal (20%).

Common natures of nonfatal injuries included fractures (37%); sprains, strains, tears (17%); and cuts, lacerations, punctures (17%).

The subindustries under agriculture, forestry, fishing and hunting with the highest injury and illness rates include crop production (5.7) and animal production and aquaculture (4.5).

Healthcare and Social Assistance

Healthcare workers are vital to ensuring the health and wellness of the public, but the hazards these professionals encounter are often overlooked. Nursing assistants, nurses, case managers, physicians, and other workers in the healthcare and social assistance industry often face exposure to bloodborne pathogens and biological hazards, chemical and drug exposures, respiratory hazards, ergonomic hazards from lifting and repetitive tasks, laser hazards, acts of workplace violence, and hazards associated with laboratories, radiographic material, and x-rays.

The 2020 Total Recordable Case (TRC) rate for Indiana’s healthcare and social assistance industry was 6.9 nonfatal injuries and illnesses per 100 full-time workers. This was a 50% increase from the rate of 4.6 in 2019.

In 2020, 11,280 (52%) of the estimated 21,700 (52%) nonfatal injuries and illnesses suffered by Hoosier workers in healthcare and social assistance were severe enough to require at least one day away from work to recover. The median number of days away from work in the healthcare and social assistance industry was 11. Employees who suffered from injuries resulting in days away from work were most often female (87%), White (49%), and 35-44 (24%) years of age.

The most common events or exposures in 2020 resulting in a work-related injury or illness with days away from work in the healthcare and social assistance industry included exposure to harmful substances or environments (73%); overexertion and bodily reaction (14%); and falls, slips trips (6%).

Common natures of nonfatal injuries included sprains, strains, tears (10%) and soreness, pain (8%).

The sources of these injuries include person, other than injured or ill workers (10%) and floors, walkways, ground surfaces (5%). The subindustries under healthcare and social assistance with the highest injury and illness rates include nursing and residential care facilities (623000) (13.3); hospitals (622000) (7.7); and social assistance (624000) (4.3).

In 2020, the healthcare and social assistance industry experienced five (5) fatal workplace injuries.
Indiana’s transportation and warehousing industry experienced a Total Recordable Case (TRC) rate of 3.7 nonfatal injuries and illnesses per 100 full-time workers in 2020, the lowest rate in state history for this industry. This was a 21% decrease from the rate of 4.7 in 2019.

In 2020, 39% (1,970) of the estimated 5,000 nonfatal injuries and illnesses suffered by Hoosier workers in transportation and warehousing resulted in the injured missing at least one day away from work. The median number of days away from work for workers in transportation and warehousing was 25 in 2020. Employees who suffered from injuries resulting in days away from work were most often male (72%), White (32%), and 45-54 (23%) years of age.

The most common events or exposures in 2020 resulting in a work-related injury or illness with days away from work in the transportation and warehousing industry included overexertion and bodily reaction (41%); contact with object, equipment (23%); and falls, slips, trips (22%). Common natures of nonfatal injuries included sprains, strains, tears (42%) and soreness, pain (17%).

The sources of these injuries include vehicles (26%); containers (18%); and person, injured or ill worker (18%). The subindustries under transportation and warehousing with the highest injury and illness rates include couriers and messengers (5.5); warehousing and storage (4.4); and air transportation (3.5).

In 2020, 26 fatal workplace injuries occurred in the transportation and warehousing industry.

The most common events or exposures in 2020 resulting in a work-related injury or illness with days away from work in the retail trade industry included clothing, grocery, and convenience stores; automobile dealerships; home supply centers; and many others.

The Total Recordable Case (TRC) rate for Indiana’s retail trade industry in 2020 was three (3) nonfatal injuries and illnesses per 100 full-time workers. This was a 14% decrease from the rate of 3.5 in 2019.

In 2020, 1,900 (28%) of the estimated 6,800 nonfatal injuries and illnesses suffered by Hoosier workers in retail trade were severe enough to require at least one day away from work to recover. The median number of days away from work in the retail trade industry was 10. Employees who suffered from injuries resulting in days away from work were most often male (53%), White (31%), and 35-44 (18%) years of age.

The most common events or exposures in 2020 resulting in a work-related injury or illness with days away from work in the retail trade industry included exposure to harmful substances or environment (32%); contact with object, equipment (23%); and overexertion and bodily reaction (22%). Common natures of nonfatal injuries included sprains, strains, tears (24%) and bruises, contusions (9%).

The sources of these injuries include person, injured or ill worker (13%) and floors, walkways, ground surfaces (13%). The subindustries under retail trade with the highest injury and illness rates include food and beverage stores (4.7); general merchandise stores (4.4); and building material and garden equipment and supplies dealers (3.9).

The retail trade industry experienced seven (7) fatal workplace injuries in 2020.
ACCOMMODATION AND FOOD SERVICES

Accommodation and food services is a subindustry of the much larger leisure and hospitality industry. Hoosiers in this subindustry work in places such as hotels, restaurants, and vacation camps. These workers provide visitors with lodging and food and beverage services and are critical to providing the “Hoosier hospitality” that Indiana is known for delivering.

In 2020, the Total Recordable Case (TRC) rate for Indiana’s accommodation and food services subindustry was 2.1 nonfatal injuries and illnesses per 100 full-time workers. This was a 28% decrease from the rate of 2.9 in 2019.

Of the estimated 3,000 nonfatal injuries and illnesses suffered by Hoosier workers in accommodation and food services in 2021, 660 (22%) were severe enough to require at least one day away from work. The 2020 median number of days away from work in the accommodation and food services subindustry was seven (7).

Employees who suffered from injuries resulting in days away from work were most often female (61%), White (38%), and 20-24 (23%) years of age. The most common events or exposures in 2020 resulting in a work-related injury or illness with days away from work in the accommodation and food services industry included exposure to harmful substances or environments (42%); falls, slips, trips (30%); and contact with object, equipment (15%). Common sources of nonfatal injuries included most often heat (thermal) burns (29%) and sprains, strains, tears (18%).

The sources of these injuries include floors, walkways, ground surfaces (21%) and person, injured or ill worker (11%). The subindustries under accommodation and food services with the highest injury and illness rates include accommodation (2.4) and food and service drinking places (2.0).

Six (6) workers suffered fatal injuries in accommodation and food services in 2020.

The arts, entertainment, and recreation subindustry is a part of the much larger leisure and hospitality industry. This subindustry includes a wide range of establishments that operate facilities or provide services to meet the varied interests of their respective customers. The subindustry also includes spectator sports, amusement parks, gambling venues, live performances and events, exhibits (cultural or educational), and recreation or leisure time activities.

The 2020 Total Recordable Case (TRC) rate for Indiana’s arts, entertainment, and recreation industry was 3.8 nonfatal injuries and illnesses per 100 full-time workers. This was a three percent increase from the rate of 3.7 in 2019.

In 2020, 190 (24%) of the estimated 800 nonfatal injuries and illnesses suffered by Hoosier workers in arts, entertainment, and recreation were severe enough to require at least one day away from work to recover. The median number of days away from work in the arts, entertainment, and recreation industry was 15.

Employees who suffered from injuries resulting in days away from work were most often male (68%), White (74%), and 20-24 and 25-34 (32%) years of age.

The most common events or exposures in 2020 resulting in a work-related injury or illness with days away from work in the arts, Entertainment, and Recreation industry included overexertion or bodily reaction (32%); contact with object, equipment (26%); and falls, slips, trips (21%). Common sources of nonfatal injuries included sprains, strains, tears (37%); fractures (26%); and soreness, pain (16%).

The sources of these injuries include person, injured or ill worker (26%) and floors, walkways, ground surfaces (16%). The subindustries under arts, Entertainment, and Recreation with the highest injury and illness rates include performing arts, spectator sports, and related industries (16%); museums, historical sites, and similar institutions (15%); and amusement, gambling, and recreation industries (12%).

In 2020, three (3) fatal workplace injuries occurred in the arts, Entertainment, and Recreation industry.
Indiana’s mining industry helps to supply the nation with stone, gypsum and energy-rich coal for use in electricity generation, construction, cement manufacturing, and as a liquid fuel.

The 2020 Total Recordable Case (TRC) rate for Indiana’s mining, quarrying, and oil and gas extraction industry was 2.4 nonfatal injuries and illnesses per 100 full-time workers. This was a 40% decrease from the rate of 4.0 in 2019.

Of the estimated 100 nonfatal injuries and illnesses suffered by Hoosier workers in mining, quarrying, and oil and gas extraction in 2021, 70 (70%) were severe enough to require at least one day away from work. Injuries requiring days away from work in this industry typically required long recuperation periods. The 2020 median number of days away from work in the mining, quarrying, and oil and gas extraction industry was 50.

Employees who suffered from injuries resulting in days away from work were most often male (100%) and 25-34 and 35-44 years of age. The most common events or exposures in 2020 resulting in a work-related injury or illness included contact with object, equipment (43%) and overexertion and bodily reaction (43%).

Common natures of nonfatal injuries included sprains, strains, tears (43%) and fractures (29%). The subindustries under mining, quarrying, and oil and gas extraction with the highest injury and illness rates include mining (except oil and gas) (2.2).

Workers in the construction industry perform a number of varied duties and, therefore, are exposed to many occupational hazards including falls from elevated working surfaces, working with machinery and chemicals, electrical shock, and motor vehicle traffic on the roadways. Carpenters, painters, pipe layers, masons, heavy equipment operators, estimators, and engineers are a few of the job categories found within the construction industry.

The Total Recordable Case (TRC) rate for Indiana’s construction industry in 2020 was 1.9 nonfatal injuries and illnesses per 100 full-time workers, the lowest rate in state history for this industry. This was a 30% decrease from the rate of 2.7 in 2019, and is 24% lower than the 2020 national rate.

In 2020, 700 (27%) of the estimated 2,600 nonfatal injuries and illnesses suffered by Hoosier workers in construction were severe enough to require at least one day away from work to recover. The median number of days away from work in the construction industry was 14. Employees who suffered from injuries resulting in days away from work were most often male (97%), White (49%), and 35-44 (39%) years of age.

The most common events or exposures in 2020 resulting in a work-related injury or illness with days away from work in the construction industry included contact with object, equipment (47%); falls, slips, trips (23%); and overexertion and bodily reaction (19%). Common sources of nonfatal injuries included cuts, lacerations, punctures (31%) and sprains, strains, tears (16%). The median number of days away from work in the construction industry was 14. Employees who suffered from injuries resulting in days away from work were most often male (97%), White (49%), and 35-44 (39%) years of age.

In 2020, the construction industry experienced 31 fatal workplace injuries.
March 2020, the COVID-19 pandemic has had a huge impact on life as we know it. This impact was felt not only in our personal lives, but also in the workplace, where changes were necessary to keep workers and the public healthy. With the emergence of COVID-19, federal OSHA created new guidance on how to properly protect employees from falling ill with the virus, and how to record cases contracted from a work-related exposure to the virus.

The Bureau of Labor Statistics (BLS) collects OSHA data from a random sampling of employers each year for the Survey of Occupational Injuries and Illnesses (SOII). Changes to OSHA recordkeeping requirements have impacted how data are reported for the SOII. Since BLS includes recordable, work-related illnesses data in the SOII, any COVID-19 cases that meet OSHA criteria as recordable would be included in reporting for the BLS survey.

COVID-19 can be an OSHA recordable illness if a worker is infected as a result of performing their work-related duties and meets all of the following criteria:

- The case is a confirmed case of COVID-19 with a confirmed positive test.
- The case is work-related as defined by OSHA standard 29 CFR 1904.5, and
- The case involves one or more of the general recording criteria set forth in OSHA standard 29 CFR 1904.7 (e.g. medical treatment beyond first aid, DAFW)

COVID-19 cases that meet the above criteria are recorded on the OSHA 300 log under Column M3 Respiratory Conditions.

To ensure data homogeneity across all states and territories, data collected for the SOII are coded using the Occupational Injury and Illness Classification System (OIICS). Presently, there is no single code that specifically identifies an illness as COVID-19. Rather, these cases are classified as “Other diseases due to viruses, not elsewhere classified.” Based on data published by the BLS, this catch-all category saw a massive spike nationally from no cases in 2019 to 447,850 cases in 2020.

THE FUTURE

In May 2021, BLS announced that case and demographic survey data will be reported bi-annually instead of annually from survey year 2021 forward. This means that case and demographic data for 2021 and 2022 will be combined into one report issued in late 2023. Summary data from the BLS survey, including numbers of cases by industry and industry incidence rates, will continue to be released on an annual basis, with 2021 summary data to be released in late 2022.

The SOII will also now request data for Days Away From Work, Restricted Duty or Transfer (DART) cases. This differs from years past when only Days Away From Work (DAFW) cases were requested in most industries. Employers reporting eight or fewer DART cases will be required to report all cases. For employers reporting nine or more DART cases, BLS will request a random sampling of eight DART cases. Because of this change, no employer selected for the 2021 SOII will be asked to complete any more than eight DART cases.

For the latest OSHA guidance regarding COVID-19, please visit https://www.osha.gov/coronavirus.

More information on these changes is available online at https://www.bls.gov/iif/oshfaq1.htm#DJTRcollection. If you have any questions about collection of the 2021 BLS survey data, please contact our Quality, Metrics and Statistics division at (317) 232-2668.
question often asked of IOSHA compliance officers is “Why are you citing my company for that? We didn’t create that hazard.” On a multi-employer jobsite, it may not be who created a hazard, but who was exposed to it. All employers who have employees exposed to a hazardous condition, whether the employer created the hazard or not, are open to possible citations.

A multi-employer worksite consists of several employers working in tandem at a single worksite. A good example of this is a construction site, where there may have a general contractor, several prime contractors, subcontractors, and even sub-subcontractors. OSHA addressed issuing citations on multi-employer worksites in its Field Inspection Reference Manual (FIRM) and Field Operations Manual (FOM). It states that citations should be issued to employers who had employees exposed to hazards. Additionally, employers who created the hazard, employers responsible for correcting the hazard, the employer who was responsible for safety and health conditions at the worksite, and the employer who had control of the site by contract or through actual practice may also be held responsible.

OSHA’s Multi-Employer Citation Policy Directive, CPL 2-00.124, clarifies the citation policy for multi-employer worksites. When issuing citations on multi-employer worksites, the policy states that on multi-employer worksites, in all industry sectors, not only construction sites, more than one employer may be citable for a hazardous condition that violates an OSHA standard and that a two-step process must be followed to determine whether more than one employer is to be cited.

First, an OSHA inspector will try to determine if the employer is the creating, exposing, correcting, or controlling employer. OSHA regulations give each of these types of employers specific responsibilities regarding OSHA requirements. Sometimes, a contractor or employer will fall into more than one category. Second, the inspector determines if the employers fulfilled their obligations under the OSHA standards and took steps to meet their responsibilities regarding hazards at the site. The inspector would then determine if a citation is appropriate.

The extent of the actions the employer takes to meet their obligations is dependent upon whether they are the creating, exposing, correcting, or controlling employer. The Multi-Employer Citation Policy defines these types of employers:

Creating Employer
This is the employer that caused or created a hazardous condition that violates an OSHA standard. Employers who create a volatile condition or a hazard are subject to citations if there is exposure to the hazard by any employee of any contractor/employer on the site. However, if the creating employer took steps to address the hazard, kept all employees away from the hazard, and notified other contractors on site regarding the hazard, then it is possible they may have met their obligation under the OSHA requirements.

Exposing Employer
Any employer who exposes their employees to a hazardous condition on a jobsite will nearly always be cited by OSHA. If an employer did not cause a hazard and cannot correct it, they still have an obligation to protect their employees from the hazardous condition. Several times, multiple employers are exposed to the same hazardous condition which exists at the site, and all are open to possible OSHA citations for exposing their employees to the hazard if they knew of the hazardous condition or failed to exercise reasonable diligence to discover the hazardous condition.

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The exposing employer must take steps to discover hazards on the jobsite. This could be done by performing site inspections or audits to find such hazards. The exposing employer must also inform their employees of the hazards, take reasonable measures or other alternative means to protect their employees from the hazardous condition, and take steps to get the hazard corrected. Exposing employers should inform the correcting, creating, or controlling employer(s) about the hazard. If the exposing employer met these obligations, then a citation would normally not be issued to the exposing employer, but could still be issued to the creating, correcting, and/or the controlling employer.

**Correcting Employer**
OSHA defines the correcting employer as the employer who is engaged in a common undertaking on the same worksite as the exposing employer, and who has the authorization to correct hazards at the site or maintain items at the site. An example would be when an employer installs guardrails at various locations throughout the site and is responsible for maintaining those guardrails. The correcting employer must also take steps to discover and prevent hazards on the jobsite and correct those identified hazards to meet their obligation.

**Controlling Employer**
A controlling contractor could be a general contractor, prime contractor, construction manager, owner, or other entity that has overall responsibility of the multi-employer worksite. Typically, this employer exercises general supervisory authority over the worksite, which includes the power to correct safety and health hazards or require others to correct them. Control can be established by a specific contract or simply by the exercise of control in practice.

Where there are no explicit contract provisions, the ability of an employer to control safety can result from a combination of other contractual rights such as setting schedules, resolving disputes between subcontractors, and determining construction sequencing. All of these duties give this employer broad responsibility involving most aspects of the job.

As with other employers, the controlling employer must exercise reasonable care to prevent and detect safety and health violations on the site. This can be accomplished by conducting periodic inspections of the site, developing and implementing procedures to correct hazards, and establishing enforcement policies regarding safety and health at the site. These items, as well as others, must be completed for the controlling employer to meet their OSHA obligations.

Each multi-employer worksite and circumstance can be different, and sometimes the decision to cite multi-employers for hazardous conditions can be a very complex process. Effective communication and coordination between contractors or different entities on multi-employer worksites is essential.

Each employer on a multi-employer site has the responsibility to identify hazards at the site and communicate these hazards to responsible parties to ensure the hazards are corrected quickly and employee exposure is limited. More information on OSHA’s Multi-Employer Worksite Policy can be found at [https://www.osha.gov/enforcement/directives/cpl-02-00-124](https://www.osha.gov/enforcement/directives/cpl-02-00-124).
Indiana Department of Labor knows that running a business can be hectic, but we’re here to help. Having your files and paperwork readily available and up-to-date, especially when hiring minors, is extremely important. With the laws for minors changing in 2020, and the launch of the Youth Employment System (YES), organization of records could mean the difference between having a clean inspection or suffering hefty civil penalties. Here are some quick tips to help ensure compliance.

Create a minor binder: Many employers maintain a binder to keep track of the parental permissions and work-hour requirements for their minors. In changing from Indiana’s old work permit system to YES, employers may think the binders are obsolete. This could not be further from the truth. All other paperwork that a Youth Employment Inspector usually asks for will still need to be maintained and accessible, including: parental permission forms, proof of graduation, withdrawn forms, legal documentation for emancipated minors, and I-9s.

Color-coded minor folders: If a binder sounds too cumbersome, another way to keep track of minors is to keep information for each of them in a specific color-coded folder. Upon inspection, any manager on duty would be able to quickly grab all of the folders for the minors without having to search through multiple filing cabinet draws to find them.

Keep a list of current minors: Employers are encouraged to keep a roster of minors where all managers, shift leaders, and crew chiefs can easily see it, especially if they don’t have primary access to YES. The Indiana Department of Labor provides a roster sheet for minors on our website at www.in.gov/dol/youth-employment/forms-and-publications/.

Stay up to date on paperwork: We inspectors have heard all the reasons why information is missing from the minor’s files. Missing paperwork usually results in violations. Using a new hire checklist and having a single manager specifically in charge of minors’ information will help keep records in order.

Managers on duty need access: Certain forms must be available for review by the Youth Employment Inspector at the time of the inspection. If an inspector comes in for an inspection and the manager or shift leader on duty does not have access to all minors’ files, the IDOL could issue a citation. Keep your minors’ information readily available for an inspection at any time. Every manager or shift leader on duty needs access to the files, and the original copies of the documentation must be available for inspection upon request.

Know the law: Youth employment laws were updated on April 1, 2020, and employer use of the YES registry became effective July 1, 2021. With all of these changes in the decades-old laws, business owners and managers schedule a free training with a Youth Employment Inspector.

Sign up for emails: For more information and helpful tips, follow the IDOL on Twitter and YouTube, or sign up for our e-mail list on our website at www.in.gov/dol. Stay ahead of upcoming changes.

The IDOL’s Bureau of Youth Employment is always available to answer any questions or address any concerns. Contact us by e-mail at childlabor@dol.in.gov or by phone at (317) 232-2655. The IDOL encourages all business owners and managers to take advantage of IDOL’s free training.
Powered industrial trucks (forklifts) are essential for moving materials in facilities across the Hoosier state. Safe operation requires that the operator is effectively trained and understands the hazards associated with operating the equipment. Powered industrial truck safety is largely regulated by the OSHA standard 1910.178.

Hazards Associated with Powered Industrial Trucks
According to the Bureau of Labor Statistics (BLS), from 2011 to 2020, 708 workers lost their lives in forklift related incidents. Additionally, more than 7,300 nonfatal injuries with days away from work occur on average each year. Over a five-year period from January 1, 2016 through December 31, 2021, IOSHA cited hazards in violation of the forklift safety standard 319 times and assessed $1,030,346.00 in penalties. Employees working in facilities with numerous forklifts may not always be aware of the hazards of working around the equipment. Most fatalities occur when a worker is crushed by a forklift that has overturned or fallen from a loading dock.

Powered Industrial Truck Training Requirements
Before an employee is able to operate a forklift, OSHA requires the employer ensure that each operator is competent, as demonstrated by the successful completion of the training and evaluation. Per OSHA’s forklift training requirements, training shall consist of a combination of formal instruction, practical training, and evaluation of the operator’s performance in the workplace. Operators must be trained on the operating instructions, warnings, or precautions listed in the operator’s manual for the type of vehicle for which they are being trained. Among other topics, operators must understand surface conditions, composition of loads, load manipulation, pedestrian traffic, and hazardous (classified) locations.

Drivers must receive refresher training and evaluation if involved in an incident in which the worker’s operation of the unit caused or contributed to personal injury or property damage, or if there is other clear evidence that the operator used the equipment unsafely. They also must be evaluated on their performance once every three years.

Safe operating procedures for forklifts include:
• Not operating a forklift without being trained
• Using seatbelts
• Reporting any damage or problems that occur to a forklift during the shift
• Not jumping from an overturning, sit-down forklift (Stay with the truck, holding on firmly and leaning in the opposite direction of the overturn)
• Using extreme caution on grades or ramps
• Not handling loads that are heavier than the weight capacity of the forklift
• Not allowing passengers to ride on forklift trucks unless a seat is provided
• Setting the parking brake, lowering the forks or lifting the carriage, and neutralizing the controls when dismounting
• Only using approved attachments (e.g., baskets, fork extensions, etc.)

Safe forklift maintenance procedures include:
• Remove any forklift found to be in unsafe operating condition from service
• Keep forklifts free of excess oil and grease
• Repair and maintain the forklift according to the manufacturer’s recommendations

CONTRIBUTOR
Gary Hulbert
INSafe Safety Consultant

Raising Awareness: Basic Forklift Safety
Many employers with more than ten employees at any time during the calendar year are required to maintain records of serious work-related injuries and illnesses. Work-related injuries and illnesses requiring medical treatment beyond standard first aid or those which result in a work-related job restriction or transfer or time away from the job to recover must be documented on OSHA’s Form 300 Log of Work-related Injuries and Illnesses (OSHA 300 Log).

The OSHA 300 Log is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, the employer must use the OSHA 300 Log to record specific details about what happened and how it happened. Incidents requiring only first aid treatment should not be recorded on the OSHA 300 Log. Some examples of first aid include but are not limited to: applying a band-aid to a paper cut, simple irrigation to remove debris or other foreign object from an eye, and cleaning or flushing a wound on skin surface. For more information, please visit www.osha.gov/recordkeeping/faq-search to review answers to frequently asked questions regarding OSHA’s recordkeeping requirements.

Employers must maintain a separate OSHA 300 Log for each establishment or site. Employers who have more than one establishment, must keep a separate Log and 300A Summary for each physical location that is expected to be in operation for a year or longer.

Employers who are required to maintain the OSHA 300 Log, must also complete and maintain the 300A Summary of Work-related Injuries and Illnesses (300A Summary) and the 301 Injury and Illness Incident Report (or its equivalent). Employers must post a top-management signed copy of the OSHA 300A Summary following each year, from February 1 to April 30, in a conspicuous place for employees to have the ability to review. The 300A Summary generally provides the total number of hours worked by all employees of the establishment or worksite and the classification of injuries or illnesses suffered by employees.

The employer must maintain OSHA recordkeeping forms for a minimum of five years. During an inspection, the compliance safety and health officer (CSHO) will ask for these documents during the opening conference. Employers who are required to maintain these records must provide them or they may receive a citation.

Generally, employers with ten or fewer employees are normally exempt from maintaining the OSHA Recordkeeping Forms. However, all employers, including those partially exempted by reason of company size or industry classification, must report any workplace incident that results in a fatality, in-patient hospitalization, amputation, or loss of an eye to the Indiana Occupational Safety and Health Administration (IOSHA). Amputations, hospitalizations, or loss(ess) of eye(s) must be reported within 24 hours. Work-related fatalities must be reported to IOSHA within eight hours. Employers must call (317) 232-2693 to report fatalities and serious injuries to IOSHA.

Certain employers must also submit data to the OSHA Injury Tracking Application (ITA). Employers who are required to submit these data for the previous calendar year, must provide it annually no later than March 2. Employers who are required to submit and fail to do so may be receive a citation. Employers may visit https://www.osha.gov/injuryreporting to learn if their establishment is required to submit its data to the ITA.

For additional questions about OSHA recordkeeping, visit www.osha.gov or contact INSafe by email at insafe@dol.in.gov or call (317) 232-2688 to speak with a consultant.
Indiana is known to be the largest geographical area for the manufacturing of multiple types of recreational vehicles (RVs). INSafe safety and health consultants perform numerous consultations with Indiana’s RV manufacturers each year.

In the RV industry specifically, hand injuries are the most common work-related injury. Hand injuries can range from a laceration to an amputation. Any injury will cost both the employee and employer lost time and productivity, but amputations are life-altering injuries for the workers who suffer the injuries. To prevent these types of injuries, I always encourage employers to review, identify, and follow safety and health rules specific to their industry.

The first place for an employer to start is with a hazard assessment. Identify hazards and exposures in the facility. Hazards can come in all varieties: handling sharp objects, pinch points, chemical use, live electricity, heat, and even slips, trips, and falls.

On the job training and learning the processes of the business will help newly hired employees gain an understanding of potential hazardous conditions. Employers can effectively reduce the number of accidents in a facility by identifying the hazards at each workstation and implementing the proper safeguards and training.

If hazards are continually present, employers should use the hierarchy of safety controls to reduce hazard exposure.

- Elimination – physically remove the hazard
- Substitution – replace the hazard with something less hazardous
- Engineering controls – isolate people from the hazard
- Administrative controls – change the way people work
- Personal protective equipment – protect the worker with PPE

A lot of tasks are happening all at once in a production setting. Employers should always be aware of sudden changes at the workstation. Don’t allow employees to become complacent. They need to stay focused and stay alert. If the employer notices that an employee is becoming complacent, the employer should conduct a refresher on maintaining situational awareness and the hazards associated with the employee’s role. It cannot be stressed enough that communication is key when it comes to workplace safety and health.

For more information about the hierarchy of safety controls, visit https://www.cdc.gov/niosh/topics/hierarchy/default.html.
Most Cited Standards: General Industry

Citations and penalty calculations for Occupational Safety and Health Administration (OSHA) standards, as cited by Indiana OSHA, were current at the time the data report was generated. For more information about OSHA standards, visit [www.osha.gov](http://www.osha.gov).

<table>
<thead>
<tr>
<th>Standard</th>
<th>Citations</th>
<th>Initial Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1910.212 General Requirements for All Machines</td>
<td>77</td>
<td>$199,047.50</td>
</tr>
<tr>
<td>2 1910.147 Control of Hazardous Energy (Lockout/Tagout)</td>
<td>45</td>
<td>$83,740.00</td>
</tr>
<tr>
<td>3 1910.178 Powered Industrial Trucks</td>
<td>34</td>
<td>$45,626.25</td>
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<tr>
<td>4 1910.134 Respiratory Protection</td>
<td>32</td>
<td>$21,651.25</td>
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<tr>
<td>5 1904.39 Reporting Fatality, Injury and Illness Information to IOSHA</td>
<td>28</td>
<td>$15,540.00</td>
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<tr>
<td>6 1910.303 Electric Utilization System</td>
<td>26</td>
<td>$29,515.00</td>
</tr>
<tr>
<td>7 1910.1200 Hazard Communication</td>
<td>24</td>
<td>$9,040.00</td>
</tr>
<tr>
<td>8 1910.305 Wiring Methods, Components and Equipment for General Use</td>
<td>21</td>
<td>$13,891</td>
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<tr>
<td>9 1910.22 Walking-Working Surfaces</td>
<td>20</td>
<td>$18,283.75</td>
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<tr>
<td>10 1910.132 Personal Protective Equipment</td>
<td>18</td>
<td>$23,362.50</td>
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</table>
Citations and penalty calculations for Occupational Safety and Health Administration (OSHA) standards, as cited by Indiana OSHA, were current at the time the data report was generated. For more information about OSHA standards, visit www.osha.gov.

### Most Cited Standards: Construction

<table>
<thead>
<tr>
<th>Standard</th>
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<tbody>
<tr>
<td>1926.501 Duty to Have Fall Protection</td>
<td>106</td>
<td>$78,801.25</td>
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<tr>
<td>1910.20 General Safety and Health Provisions</td>
<td>93</td>
<td>$37,022.00</td>
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<tr>
<td>1926.451 Scaffolds</td>
<td>69</td>
<td>$64,545.00</td>
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<tr>
<td>1926.503 Fall Protection</td>
<td>69</td>
<td>$12,738.75</td>
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<tr>
<td>1926.1053 Stairways and Ladders</td>
<td>60</td>
<td>$25,215.00</td>
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<tr>
<td>1926.95 Criteria for Personal Protective Equipment</td>
<td>51</td>
<td>$28,121.25</td>
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<tr>
<td>1926.100 Head Protection</td>
<td>51</td>
<td>$19,973.75</td>
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<tr>
<td>1926.21 Safety Training and Education</td>
<td>44</td>
<td>$20,516.75</td>
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<tr>
<td>1926.1060 Training Programs for Ladders and Stairways</td>
<td>33</td>
<td>$1,92.50</td>
</tr>
<tr>
<td>1926.453 Aerial Lifts</td>
<td>32</td>
<td>$15,203.75</td>
</tr>
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Join these Hoosier businesses on the road to recognition for their safety and health achievements.

American Licorice Company
American Service Group
Ampacet Corporation
ATI, Inc.
BioConvergence, LLC
Cascade Asset Management
Cerro (formerly WireMarmon Retail Home Improvement)
City of Jasper
Closure Systems International, Inc.
Electro Spec Inc
First Chance Center
First Chance Center Industries
First Chance Center Tot to Tot Program
Fishers Pediatric Dentistry
Formwood Industries, Inc.
George Koch and Sons LLC
Hewitt Molding Company
Indiana Furniture
Indiana Furniture (Plywood)
JWM Neurology - Anderson
JWM Neurology - Clear Vista Dr.
JWM Neurology - Courtland Rd.
JWM Neurology - Evanston Ave.
JWM Neurology - Franklin
JWM Neurology - Hillsdale Ct.
JWM Neurology - Kokomo
JWM Neurology - Meridian St.
JWM Neurology - Mooresville
JWM Neurology - Ritter Ave.
Kramer Furniture
Korellis Roofing
Mitsubishi Chemical Advanced Material (Quadrant)
OFS Brands Plant #4
OFS Brands Plant #6
OFS Brands Plant #9
OL Solutions (formerly Olon Industries Jeffersonville)
Oilon Industries - Washington
Oscar Winski Company - Lafayette
Oscar Winski Company Blue Arrow Trucking
Oscar Winski Company E-Scrap
Regal Beloit (Emerson Industrial Automation)
River Metals Recycling, LLC
RKO Enterprises
Summit Brands
Tell City Concrete Supply
The Arc of La Grange County
USA LCO Michigan City Plant, LLC
Wagner-Meiert
Cintas Corporation Location 716
Cintas Corporation Location G18
Cintas Corporation Location G64
Cintas Corporation Location G65
Cleveland-Ciffs Tubular Components LLC
Collins Aerospace (Booth-Veneers)
Covanta Indianapolis, Inc.
Convitro
Cummins Seymour Engine Plant
Eaton South Bend Vehicle Group North America
El Lilly and Company
Frito-Lay Inc. - Core
Frito-Lay Inc. - East
GE Aviation, Unison Engine Components
GE Healthcare Ambassador Medical Geocel Corporation
Gribbins Insulation Company
Hendrickson Aftermarket
Hendrickson International, Truck Suspension Systems Plant 1
Hendrickson International, Truck Suspension Systems Plant 2
Hendrickson Trailer Commercial Vehicle Systems, Inc.
Inteplast Building Products
Jasper Engines and Transmissions - Jasper
Jasper Engines and Transmissions - Lebanon
Jasper Engines and Transmissions - Deans
Jasper Engines and Transmissions - Power Drive
Kimball Electronics Group Jasper
Kimball Jasper - Cherry Street
Kimball Logistics Services
Kimball Natl. Office Furniture - 11th Ave.
Kimball Natl. Office Furniture - Santa Claus
Kimball Office Furniture Group - 15th St.
Kimball Office Salem
Lakeside Book Company (North Plant)
Lakeside Book Company (South Plant)
Lawrence Co. & Worthington Generation Lippert Components, Inc.
Madison County Community Justice Center
Manchester Tank & Equipment - Elkhart
Marathon Indianapolis Asphalt
Marathon Petroleum Company
Marathon Petroleum Company (MPC) LP
Marathon Pipe Line - Clermont
Marathon Pipe Line Company LLC - Griffith
Mead Johnson Nutrition
Mitchell Plastics
Monsanto Company
Marathon Petroleum Corp Indianapolis Light Products Terminal
Neoia Logistics
NIBCO Inc
Nucor Building Systems - IN
Nucor Fastener
Nucor Sheet Mill Group
OFS Brands Plant #5
Owens Corning Roofing and Asphalt, LLC
Raytheon Company - Fort Wayne
Raytheon Company - Indianapolis
Robert Bosch Corporation
SABIC Innovative Plastics
Schlage Lock Company LLC
Sullair Corporation Building 1, 2 and 4
Toro Resin Company
Total Safety Griffith District Office
Vulcraft - St. Joe
Whitesville Mill Services

IOSHA’s Voluntary Protection Program recognizes and partners with businesses and worksites that demonstrate excellence in occupational safety and health.
2022 National Safety Stand-Down to Prevent Falls in Construction
May 2-6, 2022

For the best ideas on how your company can participate, visit https://www.osha.gov/stop-falls-stand-down
#StandDown4Safety

Any employer, trade group, or organization can take part in the stand-down. Any workplace can hold a stand-down by taking a break to focus on fall hazards and reinforcing the importance of fall prevention.

Contact INSafe to enhance your accident prevention programs!
(317) 232-2688
insafe@dol.in.gov
www.in.gov/dol/insafe