



## REGIONAL *Quick Tip*

STATE COURT ADMINISTRATIVE OFFICE

### **MIOSHA** **Annual Recordkeeping for Courts**

Does your court employ more than ten people? If so, MIOSHA reporting applies to you. Please review the attached PDF file with both your internal staff and your funding unit to make sure your court is in compliance.

You can find additional information and the necessary forms by going to:

[https://www.michigan.gov/lara/0,4601,7-154-11407\\_30929-86277--,00.html](https://www.michigan.gov/lara/0,4601,7-154-11407_30929-86277--,00.html)

We welcome your suggestions for future Quick Tips. Please send them to us so that we can share with your colleagues.

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## MIOSHA ANNUAL RECORDKEEPING FOR COURTS

**Does your court employ more than ten people? If so, MIOSHA reporting applies to you!**

Please read Part 11 Recording & Reporting of Occupational Injuries & Illnesses to become familiar with MIOSHA's detailed reporting requirements. If links are not working, you can also find forms by going to [https://www.michigan.gov/lara/0,4601,7-154-11407\\_30929-86277--,00.html](https://www.michigan.gov/lara/0,4601,7-154-11407_30929-86277--,00.html)

If your court employs more than ten people, a record keeper must be designated to maintain annual records of work-related injuries and illnesses. The record keeper is required to keep the last 5 years of records and logs where they can easily be shared with MIOSHA upon their request. The record keeper tracks information about every work-related injury or illness involving one or more of the following:

1. Loss of consciousness;
2. Restricted work activity or job transfer;
3. Days away from work;
4. Medical treatment beyond first aid;
5. Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.

**Important Note: Forms including employee medical information must be stored confidentially!**

If you're not sure whether a case is recordable, call MIOSHA at (517) 284-7788 for help. This can protect your court from being fined for noncompliance. We are encouraged to work with MIOSHA's Consultation, Education, and Training Division (517) 284-7720. Their services are free, they cannot issue any citations, and they are prohibited from discussing any problems with MIOSHA's enforcement employees.

To record individual employee work-related injury or illness:

[MIOSHA Form 301: Injury and Illness Incident Report](#)

To report an incident where an employee has suffered the loss of an eye, an amputation, or received inpatient hospitalization, you must report online within 24 hours of the incident (please see Part 11 Recording & Reporting of Occupational Injuries & Illnesses for clarification):

[Online Employee Injury/Illness Incident Report](#)

Log all recorded incidents that occur during the year:

[MIOSHA Form 300](#)

Every January, review last year's logged information and place into the annual summary and post every February 1 through April 30, in a location where it is visible to all who use the building:

[MIOSHA Form 300A](#)