All New York City Department of Education sites should have completed and posted a record of occupational injuries and illnesses for calendar year 2005. 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) and should be posted in the school as of February 1, 2006, to May 1, 2006. Please make certain this has been done.

Part 801 of Title 12 of the Official Compilation of Rules and Regulations of the State of New York requires each employer to maintain a record of all recordable occupational injuries and illnesses for each site. The log of recordable occupational injuries and illness are filed annually with the New York Department of Labor. In the past, the New York State Department of Labor has cited the Department of Education School 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. Monetary penalties incurred for this type of violation may be levied against Regions budgets. In order to avoid citation for non-compliance, it is imperative that all facilities comply with this requirement.

Site Safety Officers are responsible for ensuring that each school receives copies of the SH-900 series of forms and all three forms are provided if needed. Additional copies can be obtained from OOSH. Instructions for completing the forms are listed on the reverse side of the SH-900 form as well as, in appendix H of the NYCDOE Hazard Communication Plan.

Compliance officers from the New York State Department of Labor will be auditing the New York City Department of Education response to this state mandated regulation. The state compliance audit will be conducted during April 10 to April 14, 2006.

**Reporting Period**

Information reported on the forms should reflect the period of January 1, 2005, to December 31, 2005. All recordable injuries and illnesses must be added to the current log no later than six working days after the injury/illness occurred. Consequently, the current log for calendar year 2006 should record injuries and illnesses that occur between January 1, 2006 to December 31, 2006.

**Tuberculosis**

Tuberculosis infections (positive skin test) and tuberculosis disease are both recordable on the SH-900 form in facilities where tuberculosis has been identified as a hazard. However, if
an employee is found to have positive skin test and was also positive prior to employment, the case would not be recordable.

If an employee who is at risk for exposure to tuberculosis develops an infection which progress to active tuberculosis during employment, this case would be recordable on the SH-900 form because this a presumption of work-related exposure in the settings.

**Comprehensive Accident Reports**

Accidents on school premises or at school sponsored activities must be reported within twenty-four hours of occurrence. A Comprehensive Accident Report must be filled out for each accident. Please ensure that a copy of the Comprehensive Accident Report for each recordable occupational injury as defined by the New York State Department of Labor is submitted with the SH-900 series of forms.

**Posting**

The completed SH-900.1 form for calendar year 2005 must be posted in each facility from February 1, 2006, to May 1, 2006. Posting must be in a place that is conspicuous to all employees such as on a bulletin board near the time clock.

**Recordkeeping**

Please note that all sites must retain the original series of forms on file for a period of five years. These forms must be made 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 and SH-900.2) to the Office of Occupational Safety and Health no later than April 7, 2006 to:

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 question concerning the completion of this form please call the Office of Occupational Safety and Health at (718) 935-2319.

**Please print your Region No. and District No. on the envelope or Fax cover sheet.**