



Team Chesapeake

Employee Newsletter

August 2015

MEET YOUR CO-WORKERS

CITY CLERK'S OFFICE

The Office of the City Clerk serves as the professional link between the citizens of Chesapeake and City Council, the governing body. The City Clerk represents the affairs of the community by keeping records and maintaining archives for posterity and ensures that decisions of the legislative body are properly recorded.

The office is responsible for the preservation of the official actions of the City's legislative body by recording and publishing Council minutes. The approved minutes are placed online after approval of the governing body. However, a video recording of all City Council meetings is on the City's website the day following the meeting.

The Office also serves as a conduit of information by handling inquiries from citizens and other municipal departments, assisting the Council with correspondence, managing the appointments to the City's Authorities, Boards and Commissions, handling research and FOIA requests.

There are over 60 Boards and Commissions with which constituents are appointed. There is a database of approximately 1200 interested applicants who are interested in volunteering their time to assist the City in various areas. If citizens are interested, they are asked to fill out an application and submit it to the City Clerk's Office at <https://boardscommissions.cityofchesapeake.net/namebank/>.

The office staff consists of seven members who also provide administrative support to the Mayor and Members of City Council. For more information about the functions of the Clerk's Office, please feel free to contact the office at 382-6151.

INTERESTING FACT: In 2004 the City Clerk's Office was appointed by the United States Department of State as a Passport Agency. As an agency, citizens are able to have their passports processed in the Clerk's Office at City Hall. This convenient service has been a great tool for the traveling community, including our neighbors in North Carolina.

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UPCOMING EMPLOYEE HOLIDAYS

CITY IS CLOSED:
LABOR DAY - MONDAY, SEPTEMBER 7
COLUMBUS DAY - MONDAY, OCTOBER 12

CITY MANAGER'S MESSAGE



The summer of 2015 is coming to a close and I, for one, am looking forward to some cooler weather. It's been a particularly hot summer, and I want to take this opportunity to applaud all of our teammates who met the thermometer's challenge and kept our City services running smoothly. Hot, cold, rain, or shine, Chesapeake people give 100% and their efforts don't go unnoticed by our citizens.

The change in seasons brings us many new opportunities, from the myriad of options for outdoor fun to the excitement of starting another school year. If you've ever had a child in school, you know that the first week of classes brings a mix of anticipation and concern as they, and you, see what's in store for the new term. Hopefully, all of our students and parents will get off to a great start.

As City team members, we also find ourselves dealing with anticipation and, often, concern over new things. Working in municipal government places each of us in a dynamic, often fast-changing environment. While our overall jobs may remain the same, the growth of our City and the changing needs of our citizens call upon each of us to be adaptable and to embrace the opportunity to use change as a catalyst for improvement.

When you feel those pangs of anticipation, and especially when you experience concern, I would urge you to share your thoughts with your supervisors, department heads, and the management team. We can't help allay your worries, nor can we truly know we are on the right path, if we don't hear from you. As always, the lines of communication are open and I encourage you to use them.

Again, my thanks to all of you for continuing to make our City strong, vibrant, responsive, and service-oriented. Enjoy the end of summer, the Labor Day holidays, and the coming of a festive fall season.

JAMES E. BAKER

WE WANT TO HEAR FROM YOU!

If you have story ideas or suggestions for Team Chesapeake, we want to know! We would love to hear ideas for things you would like to see in the employee newsletter. If your department has any information to share that would be beneficial to other City employees, or if you or a coworker were nominated for an award or acknowledged for something then please submit the information, and we will do our best to highlight them in Team Chesapeake.

This is YOUR newsletter, so we want to fill it with information that benefits YOU!

Contact: Jen Bichara, Public Communications Department, jbichara@cityofchesapeake.net.

VOLUNTEER OF THE QUARTER

Tim Burrows has been a strong, active member of CERT since he began his involvement with the team in 2010. Tim is a retired Navy Master Chief and currently trains and operates with the U.S. Navy's Special Warfare and Special Operations communities. He brings a HUGE wealth of knowledge to the team and has done a tremendous job with bringing the entire team to a new, advanced level through training for disasters.

In 2014, Tim donated 120 hours of his time to lead several new member classes, adding an additional 45 people to the CERT roster. Tim was also instrumental in the execution of a large team drill that Citizen Corps put on in October of 2014. CERT partnered with Fortis College and used the college's facility to plan and execute training for volunteers of multiple jurisdictions to practice their skills.

Lastly, the team received a roughly-used trailer from the Fire Department. Tim along with another CERT member took the lead in spearheading a renovation project of the trailer. Tim came up with a plan of how to outfit the trailer with electricity, new shelving, and supplies. He also led a team of volunteers who refurbished the trailer. He, along with another member, found a company to paint the trailer for free! Tim saved the City and the Emergency Management Grant over \$3,000 by doing the work in-house and by recruiting volunteers! The trailer was then lettered and was a showcase for CERT in the city parade. Tim truly is a catalyst and essential asset to both the team and the City.



Fire fighter Bobby Gelormine presented the Volunteer of the Quarter award to CERT Volunteer Tim Burrows.

COMEDY CORNER

MOTIVATION
If there is a better reason to paddle, I don't know what it is.

Food Truck Hump Days on the Great Bridge Waterways
First and Third Wednesdays through October 21
Battlefield Historic Park
4:00 p.m. - Dusk

★
EVERY ACCOMPLISHMENT STARTS WITH THE DECISION TO TRY.
★

NEWS AND ANNOUNCEMENTS

FIRE DEPARTMENT VETERANS PROMOTED

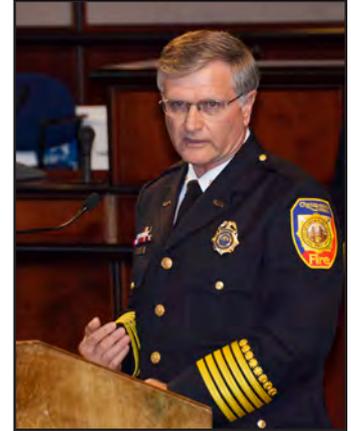
On July 30, the Chesapeake Fire Department welcomed four new Lieutenants and one new Captain during a Badge Pinning Ceremony at City Hall. The five officers, all department veterans, are already at work at stations throughout the City, alongside more than 400 other sworn fire personnel.



Division Chief Al Ellis welcomes his son, newly-promoted Lt. James Ellis, to the officer ranks in the Chesapeake Fire Department.



The newly-promoted Fire Officers await their turns for badge pinning (L-R) Lt. Anthony Barakat, Lt. James Ellis, Lt. Mary Morton, Lt. Daniel Smith, Capt. Steven Bradley.



Fire Chief Edmund Elliot speaks to the promotees about the traits of a good leader as they prepare to assume their new ranks.



HAPPY 10TH ANNIVERSARY TO THE CUSTOMER CONTACT CENTER

In 2005, the City of Chesapeake recognized the need to centralize the customer service functions of many of its departments into a single resource to permit residents to request service, seek information, provide feedback, and otherwise interact with their city government. To meet this need, the Customer Contact Center, including both a telephone (382-CITY) and internet (CityOfChesapeake.net/Requests) component, was brought online in July of that year. Now, as the Center completes its first decade, its success can be measured by more than 500 calls received daily by the 10 Contact Center staff, and more than 1.1 million total calls taken over the last 10 years.

Residents can request services ranging from bulk trash collection (the most popular request), to reporting roadway hazards, to requesting mosquito control spraying. But the Customer Contact Center does more than just take service requests. They provide information about City operations, programs, hours, and so forth, conduct surveys (online and via telephone), and assist residents and visitors in navigating the intricacies of the City organization. In fact, the staff will even help callers seeking non-City, or even non-Chesapeake, information find their way to an answer. While they do get an occasional question they can't answer, the staff works hard to give every caller a response.

In a recent survey, better than 94% of Chesapeake citizens were "Satisfied" or "Very Satisfied" with the Customer Contact Center. With an average of more than 100,000 calls per year, a high degree of citizen satisfaction, and a staff of dedicated, helpful people, it's easy to see why the Customer Contact Center is well positioned for success as it enters its second decade. Happy Anniversary, and keep those calls coming!

CHESAPEAKE'S CENTRAL FLEET MANAGEMENT DIVISION GOES GREEN

Chesapeake's Central Fleet Management Division recently announced participation in the National Association of Fleet Managers (NAFA) Sustainable Fleet Accreditation Program. The City operates a fleet of 1,059 vehicles which travel more than one million miles per month supporting the citizens of Chesapeake. This program provides fleet managers with the tools they need to reduce their overall fuel consumption and brings clarity, definition, and recognition to what sustainability means for fleets.

This program is now the worldwide standard for recognizing concrete improvements in air quality through reducing emissions, increasing fuel efficiency, and reducing fuel use.

NEWS AND ANNOUNCEMENTS

DEPUTY CITY MANAGER AMAR DWARKANATH RETIRES

After serving the citizens of Chesapeake for 45 years, Deputy City Manager **Amar Dwarkanath** retired June 30. Mr. Dwarkanath began his career with Chesapeake in October of 1969. He held various titles throughout his time with the City, including 22 years as Director of Public Utilities, and 12 years as Deputy City Manager.

As Deputy City Manager for Operations and Water Resources, he oversaw the Departments of Public Works, Public Utilities, Development and Permits, Planning, Parks and Recreation, and Fleet Services Division. He also served as liaison to the Department of Agriculture and the Chesapeake Municipal Airport.

Mr. Dwarkanath managed the growth and change of the City's physical facilities, infrastructure, and personnel, along with interactions and relationships with local, regional, state, and federal officials and agencies, which has enhanced coordination and communication. Following an extremely loyal and distinguished career with the City of Chesapeake, and having placed a visionary thumbprint on the future of the City.

On June 30, a retirement reception was held for Mr. Dwarkanath to celebrate his contributions and commitment to the City. Several employees, retirees, and community leaders gathered to congratulate and thank him for his guidance, friendship, and loyal service to Chesapeake. Below are photos from the reception.



City Manager Jim Baker congratulates Amar Dwarkanath and presents him with a retirement certificate.



City Manager's Office : (Front row) Wanda Futrell, Jim Baker, Amar Dwarkanath, Sharron Meadows, and Mary Ann Saudners. (Back Row) Sandy Copeland, Phyllis Edwards, Anna D'Antonio, Wanda Barnard-Bailey, and retiree Mary Daughtrey.



Amar Dwarkanath shares closing remarks, and offers his sincere gratitude to everyone who attended the reception.



Council Member Rick West presents Amar Dwarkanath with a retirement gift from City Council, and thanked him for his unwavering commitment to Chesapeake.

Pictured: Council Member Rick West, Amar Dwarkanath, and City Manager Jim Baker.



Assistant Director of Public Works, Earl Sorey presents Mr. Dwarkanath with a new street sign titled "Amar Way."



Sheriff Jim O'Sullivan presents Mr. Dwarkanath with a bottle of vintage City water.

Pictured: Sheriff Jim O'Sullivan, Amar Dwarkanath and Jim Baker.

EMPLOYEE BENEFIT UPDATES



BENEFIT EDUCATION SEMINARS FOR ACTIVE EMPLOYEES

Keep your eyes and calendar open for the upcoming benefit education seminars. Employee email notifications will be sent out in the future for registering on line. Be sure to register early as seating is limited.

- ICMA-RC will be presenting an educational seminar on the City's 457 plan(s) on September 15, 2015, at City Hall in the Human Resources Training Room at 10:00 a.m. and 11:00 a.m. Topics of discussion will be on the plans investment and distribution options and how they tie into your VRS pension plan.
- Legal Resources will be presenting educational seminars on Identity Theft on September 22, 2015, and Wills and Estate Planning on October 9, 2015, at City Hall in the Human Resources Training Room at 10:00 a.m. and 11:00 a.m.

ACCESS YOUR ICMA-RC ACCOUNT VIA MOBILE APP

Access your retirement account with convenience and flexibility using ICMA-RC's mobile app.

Boost your investing knowledge and monitor your account right from the palm of your hand with ICMA-RC's mobile app for an iPhone or Android smartphone, or tablet. Conveniently access your retirement savings account and learn about retirement savings on the go.

With the mobile app, you can:

- View your account balance, year-to-date account activity, fund performance, and retirement income projection.
- Review messages within your retirement savings account to stay current on updates to our retirement plan services and features.
- Check out our RealizeRetirementSM financial education resource with a variety of videos, calculators, and other easy-to-use tools to help you save and invest for your retirement.

Stay on top of your ICMA-RC retirement account whenever and wherever it's convenient for you with ICMA-RC's mobile app. Download the Android or Apple ICMA-RC mobile app now.

If you are a Windows Phone/Blackberry user, you can still access the mobile myAccount feature of the app by logging into your account from ICMA-RC'S full website, www.icmarc.org, from your device's browser and you will be connected to myAccount.

For more information, visit www.icmarc.org/mobile-app.html.

PURCHASE OF PRIOR SERVICE CHANGES COMING IN 2017

Legislation passed during the 2015 Virginia General Assembly will change purchase of prior service provisions beginning January 1, 2017. VRS is launching a campaign that will provide a variety of resources to employers and members related to the upcoming changes.

Employees with periods of eligible prior service may want to consider making the purchase before the provisions change in 2017. In some cases, the cost of purchasing service credit may increase and the number of months eligible for purchase may be limited for some types of service. Prior service credit counts toward the years needed to become vested and eligibility for retirement.

Additional information will be shared in the coming months about these changes.

HYBRID RETIREMENT PLAN MEMBERS: TAKE ADVANTAGE OF YOUR SAVING OPPORTUNITY

You can sacrifice a little to save a lot. Pass up the doughnut shop a couple times a week. Cook dinner at home occasionally on the weekends instead of going out. And do you really need another pair of black shoes? Take that extra money and invest in the future.

If you are a Hybrid Retirement Plan member, you can change your voluntary contribution election once a quarter.

You can increase your voluntary contributions in 0.5 percent increments, up to 4 percent of your creditable compensation. Your employer matches the first 1 percent of your voluntary contribution with a 1 percent contribution and matches each additional 0.5 percent increase with a 0.25 percent contribution. This is in addition to the 1 percent mandatory employee contribution to the defined contribution component of the plan. Your employer matches your contribution and a percentage of voluntary contributions.

To increase the amount of your voluntary contributions, go to www.varetire.org/hybrid and log into Account Access, or call Investor Services at 1-877-327-5261 and select option 1.

“AUTO-ESCALATION” EFFECTIVE JANUARY 1, 2017

A feature of the Hybrid plan will automatically increase your voluntary contributions by 0.5 percent every three years beginning January 2017. This feature is independent of your membership date. The automatic increase will continue until you reach the maximum 4 percent in voluntary contributions. Before each auto-escalation date, members will receive opt-out information from VRS.

For more information, see the Hybrid Handbook at www.varetire.org/hybrid.

PROTECT YOUR FAMILY WITH OPTIONAL LIFE INSURANCE COVERAGE



You may sleep better at night if you know your family has added protection. If you are covered under the VRS Group Life Insurance Program, you may purchase additional coverage for yourself through the Optional Group Life Insurance Program.

With the optional coverage, you can also provide coverage for your spouse and dependent children. Optional group life insurance provides benefits for natural and accidental death or dismemberment. You pay the premiums through payroll deduction.

You can select one of four options to cover yourself, up to \$750,000. Coverage is guaranteed if you enroll in the program within 31 days from your employment date or a qualifying event. You also can cover your spouse for up to half the maximum amount of your coverage, up to \$375,000 and cover each dependent child who is at least 15 days old for \$10,000, \$20,000 or \$30,000.

CUSTOMER CARE PROGRAM – THE SECRET SHOPPER PHASE

You may have already been “shopped” and not even know it! The Secret Shopper phase of the Customer Care Program is on-going, but below are the results from the inaugural round, and they came back great! During this phase, in-person shoppers approached City employees on the job and interacted with them face-to-face. The idea behind this was to ensure that staff is not only providing superb customer service over the phone, but also through everyday interactions with fellow employees and citizens.

City employees overall are extremely helpful, polite, friendly, and professional. Below are the combined scores for the people who were rated very good and excellent in the survey:

- 77% of the Secret Shoppers were acknowledged and/or greeted within ten seconds
- 88% of the employees being shopped offered their assistance
- 86% of employees had a clean office/desk space
- 89% of employees had superb listening skills
- 83% of employees were knowledgeable about the subject matter
- 83% of the Secret Shoppers were pleased with how they were treated

Below are some comments from the Secret Shoppers regarding a few of their experiences:

- “On an extremely busy day, this employee carried a very pleasant smile even while moving between multiple customers. She finished with each customer in a timely manner in order to keep the line moving.”
- “Even though it wasn’t her area of specialty, she took her time and shared ideas with me and was extremely courteous and professional. She even went the extra mile.”
- “When I entered the office, the front desk clerk

was talking to another employee, but immediately acknowledged me and had a very pleasant demeanor, displayed a genuine interest in my inquiry, and made me feel welcomed. Each employee that I passed on the way to the front desk was cheerful!”

- “This particular employee has only been with her department for six months, but she certainly seemed to be very knowledgeable about the subject and was extremely helpful!”

Although the majority of the Secret Shopper results were positive, there is always room for improvement and an opportunity to be even better. Here are a few take-a-ways and things we all need to consider and think about from the Secret Shopper phase:

- Opening the conversation with a warm, professional greeting
- Providing the option to speak privately with the visitor
- Making sure your name is visible, either on your desk or name tag
- Giving your visitor your undivided attention
- Being knowledgeable and not having to frequently ask other people for answers
- Providing an environment that doesn’t feel busy or chaotic
- Ensuring that the grounds of your office/facility are free of trash and well-maintained

Remember, in the Customer Care Program the word CARE stands for Courteous, Attentive, Responsive, and Empowered, so be sure to always keep that in mind when communicating with other employees and the Citizens of Chesapeake.



RECOGNIZING EMPLOYEES WHO HAVE SERVED 15 YEARS OR MORE!

The 2015 Service Awards Breakfast took place this past June at the Chesapeake Conference Center. Employees who celebrated a service milestone of 15 years or more between July 1, 2014, and June 30, 2015, were recognized by Mayor Alan Krasnoff, members of Chesapeake City Council, City Manager Jim Baker, and their department heads. Congratulations to all of the employees who were recognized, and thank you for your service to the City.



NEWS AND ANNOUNCEMENTS

CHEASAPEAKE CITY SELFIE'S

The Public Communications Department and WCTV Chesapeake Television are introducing a fun way to showcase City employees working hard for the citizens of Chesapeake! The ever-present selfie shots posted all over social media have inspired WCTV to use selfies to highlight the work that City employees are doing.

During the month of September, employees are asked to take a selfie while working on the job and submit it to the Public Communications Department with a caption stating who they are and their job title/duties. We will be posting the selfies on the WCTV Chesapeake Television Facebook page throughout September. The idea is to showcase the work City employees are doing for the taxpayers in Chesapeake.

Employees are encouraged to participate, but it's completely optional. Please use good judgement and only take your "City Selfie" when the time is appropriate and you are in a safe environment to do so. Please submit your selfie via email to the Public Communications Department at pubcomm@cityofchesapeake.net by Tuesday, September 15. Below are a few examples of employees taking selfies for the City Selfie campaign. Join in on the fun!



Emily Roenker
Office Coordinator
Public Communications



Josh Fisher
Special Events Coordinator
Parks, Recreation, and Tourism



Rachel Przybyl
Customer Service Advocate
Customer Contact Center



Elizabeth Vaughn
Public Information Coordinator
Public Works

CHESAPEAKE FIRE FIGHTERS' TEAM WINS SONO BASKETBALL TOURNAMENT!

In July, Commonwealth's Attorney Nancy Parr held the 5th Annual South Norfolk Basketball Tournament at Johnson Park. The tournament was supported by local community businesses, civic organizations, and other city departments. There were 14 teams in the tournament consisting of four players, including three kids of various ages up to seventeen and one adult from the Chesapeake Police and Fire Departments, Sheriff's Office or the Commonwealth's Attorney's Office. Approximately 200 individuals attended the event and enjoyed free hot dogs, chips, popsicles, and catchy tunes provided by DJ B*WIN from Positive Vibes, Inc.

The championship game featured the Thunder, led by William Nichols and the Clippers, led by Robert Trail, both from the Fire Department. The Clippers were able to hold on to secure the win in a tightly contested game and were awarded their trophies to conclude the event.



Chesapeake Fire Fighter Robert Trail and Commonwealth's Attorney Nancy Parr posed with the winning team.

For more information about how to get involved next year, contact Kalyn Crabb at 382-3200.

PUBLIC SERVICE AWARDS

The following City employees are recognized for receiving a Public Service Award:

Karli L. Coverdale – CIBH
Roberta M. Lucas - Sheriff's Office
Stephanie L. Morgan - Police Department
Glen Lopez – Parks, Recreation, and Tourism
Emily P. Roenker – Public Communications
Eric E. Steinlicht – Public Works
Brandon L. Evans – Public Utilities
Tim R. Evans – Public Utilities
Mario Wiggins – Public Utilities

Donnie R. White – Public Utilities
Waisel (Tony) A. Kelley – Public Utilities
Linda P. Munden – Public Utilities
Jessica Matamoros - Police Department
Donna P. Sprock – Development and Permits
Heath E. Covey – Public Communications
Elizabeth M. Gunnufsen – Information Technology
James L. Revell – Human Services
Patricia Morrow – Customer Contact Center

INNOVATION AWARDS



Wendy Tabler and Deborah Rose, with the Development and Permits Department, created and implemented a reorganization project for their department. Their research provided a significant savings of \$1,600.

Pictured left to right: Jay Tate, Wendy Tabler, Deborah Rose, and Jim Baker

Kathleen Parrish, with Human Services, developed a system that tracks financial case records. This system will save time and paper for an estimated saving of \$1,430 a year.

Pictured: Kathleen Parrish and City Manager Jim Baker



Cindy Garret



Eric Martin, Sheneida Burton, and Jim Baker

Cindy Garrett and Sheneida Burton, from Public Works, assisted the Department of Development and Permits with payroll processing. Due to their willingness to help, the Development and Permits department saved approximately \$16,000, which they would have otherwise spent on temporary staff to help with this.



Steve Lawson, with Public Works, saved the City over \$30,000 by performing complex mechanical investigations on City equipment and following through with warranty contracts.

Pictured left to right: Eric Martin, Steve Lawson, and Jim Baker



Mary Beth Nienaber, from the Human Resources Department, spearheaded the general workforce classification and compensation project saving taxpayer dollars by saving the City approximately \$75,000.

Pictured left to right: Jim Baker, Mary Beth Nienaber, and D.L. Mears

INNOVATION AWARDS CONTINUED



Vicky Reed, an employee with the Finance Department, demonstrated her exceptional accounting knowledge and strong commitment during the implementation of PeopleSoft 9.2 upgrade.

Pictured left to right: Nancy Tracy, Vicky Reed, and Jim Baker



John Edar, with Fleet Management, was able to save \$5,560 a year by discovering an alternate way of repairing automated refuse trucks.

Pictured left to right: John Edar and George Hrichak



Shirl Upton, an employee with the Human Services Department, implemented new processes and procedures, which proved extremely beneficial to the Jobs Work Center.

Pictured left to right: Shirl Upton and Jim Baker



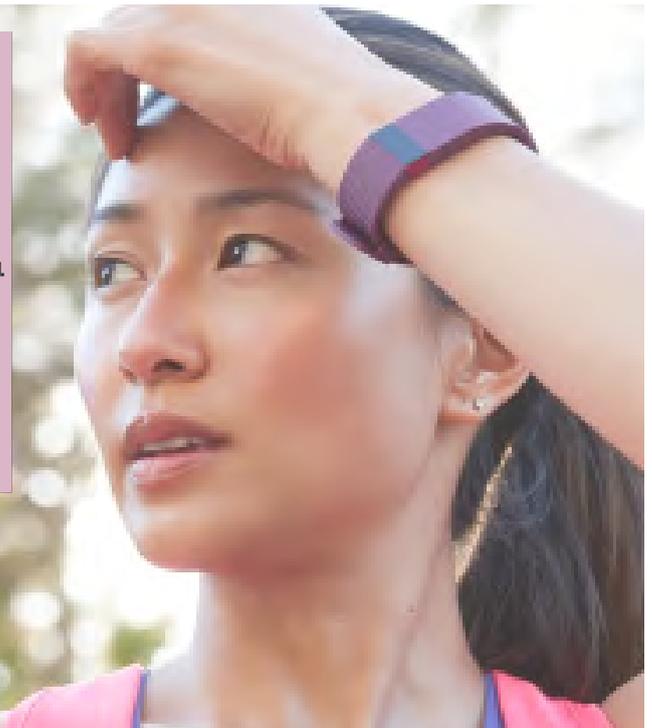
Horace Sawyer, with the Public Works Department, was instrumental in helping solve an issue with snow plow equipment, and his efforts saved the City over \$30,000 in repairs.

Pictured left to right: Eric Martin, Horace Sawyer, and Jim Baker

Win a Fitbit!

Complete your Personal Health Assessment along with your Exercise & Nutrition Digital Health Assistants by September 30, 2015 and your name will be entered to win one of five prizes including a Fitbit!

Get started today at www.optimahealth.com
You can still earn \$300 in incentive dollars by completing the PHA and DHA's.



HEALTH & WELLNESS



“A HEALTHIER YOU” EMPLOYEE WELLNESS PROGRAM

LUNCH & LEARN SESSIONS:

SEPTEMBER 10, 2015 STROKE AWARENESS 12:15 A.M. – 1:00 P.M. @ CENTRAL LIBRARY DOWNSTAIRS MEETING ROOM
 OCTOBER 20, 2015 BREAST CANCER AWARENESS 12:15 P.M. – 1:00 P.M. @ CITY HALL: HR TRAINING ROOM
 NOVEMBER 17, 2015 HEALTHY HOLIDAY EATING 11:15 A.M. – 12:00 P.M. @ WASTE MANAGEMENT CONFERENCE ROOM

ADVANCED CARE PLANNING SEMINAR: AUGUST 27, 2015 1 P.M. – 2 P.M. @ CITY HALL HR TRAINING ROOM

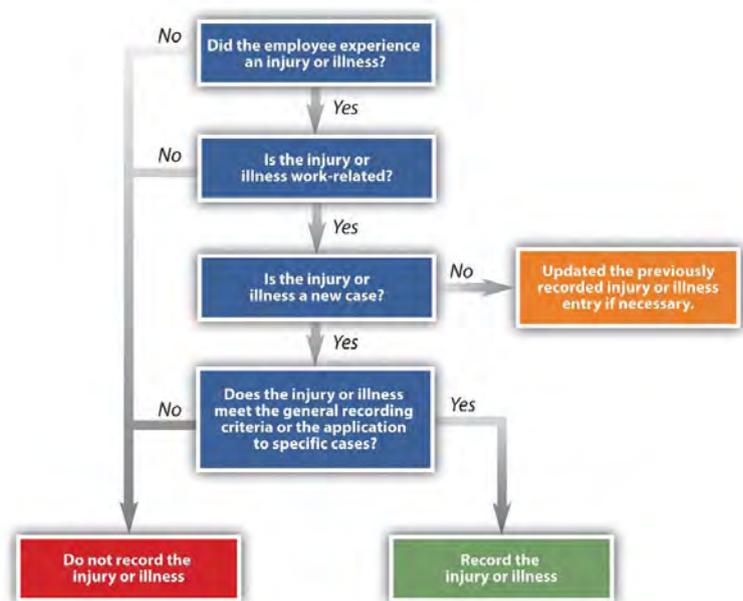
Register for sessions via your training coordinator with supervisor approval.

SAFETY CORNER – OSHA INJURY AND ILLNESS RECORD KEEPING

We’ve rounded the last turn, and we’re coming down the home stretch regarding our 2015 OSHA 300 Record Keeping requirements. Under the OSHA Record Keeping regulation (29 CFR 1904), covered employers are required to prepare and maintain records of serious occupational injuries and illnesses, using the OSHA 300 Log. This information is important for employers, workers, and OSHA in evaluating the safety of a workplace, understanding industry hazards, and implementing worker protections to reduce and eliminate hazards.

Workers’ Compensation vs. OSHA Recording- It is very important to understand that OSHA recording requirements are NOT tied to Workers’ Compensation Rules. Just because an injury is classified as non-compensable under Workers’ Compensation does not remove the responsibility to document recordable injuries or illnesses on OSHA 300 forms. The below decision tree may help determine recording actions.

Covered employers must record all work-related injuries and illnesses that result in days away from work, restricted work or transfer to another job, loss of consciousness or medical treatment beyond first aid. If you would like additional information/materials, please contact Safety Officer Mark Butler at 382-6445.



F.A.Q.'s for OSHA's Injury and Illness Recordkeeping Rule