

Glossary of Terms

1. **Total Man-hours Worked** – Actual hours worked (do not include nonwork time such as sick leave or vacation) by all employees during the period or 173 man-hours per month per employee may be used in lieu of actual hours worked.
2. **Medical Treatment Case** – A work related injury requiring medical care beyond First Aid. If a medical care provider provides only First Aid or observation, and if no additional follow-up care is provided, the case is **not** a Medical Treatment case. If restricted work or lost workdays are involved, the case is recorded in one of those categories, and is **not** included here.
3. **Lost Time Case** – A work-related injury involving days when the employee is unable to return to work due to the injury. The day of the injury is **not** counted as a lost workday. Lost workdays are based on the employee's **ability** to return to work, not actual attendance, and involve full workdays rather than partial workdays.
4. **Restricted Work Case** – Is a work-related injury involving an employee that is unable to perform the full range of normally assigned duties for an entire work shift. If an employee is reassigned to other duties, cannot perform the full range of his normally assigned duties, or cannot complete an entire work shift as a result of his injury, the case is a Restricted Work Case.
5. **Fatality (death)** – A work-related injury resulting in the death of the employee, even if death did not occur immediately. (There are usually no Lost Time days charged to a fatality).
6. **Total Recordable Cases** – The total number of Medical Treatment Cases, Lost Time Cases, Restricted Work Cases, and Fatality Cases. This is the sum of lines 2, 3, 4, and 5.
7. **Lost Time Workdays** – The total number of days the employee was unable to work due to the injury. The day of injury is not counted nor any regularly scheduled days off (days the employee would not work regardless of injury).
8. **Restricted Workdays** – The total number of days (consecutive or not) on which any of the following occurred:
 - The employee was assigned to another job as a result of the injury (do not count the day of injury) or
 - The employee worked at their regularly assigned job but worked less than their regularly scheduled shift as a result of the injury (do not count the day of injury) or
 - The employee worked at their regularly assigned job but could not perform all duties normally associated with the job as a result of the injury (do not count the day of injury) or
 - Upon return to work from a Lost Time Injury/Illness, the number of days was placed on restricted work activity (light duty).

Introduction:

An incidence rate of injuries and illnesses may be computed from the following formula:

Number of injuries and illnesses multiplied by 200,000 divided by employee hours worked equal Incidence rate

(The 200,000 hours in the formula represents the equivalent of 100 employees working 40 hours per week, 50 weeks per year, and provides the standard base for the incidence rates.) Use the same formula to compute incidence rates for:

Medical Treatment Cases, Restricted Work Cases, Lost Time Work Cases, Total Recordable Cases, Lost Time Workday rates and Restricted Workday rates.

9. **Medical Treatment Case rate** – (Number of Medical treatment cases X 200,000) ÷ Employee hours worked.
10. **Lost Time Work Case rate** - (Number of Lost time cases X 200,000) ÷ Employee hours worked.
11. **Restricted Work Case rate** – (Number of Restricted workday cases X 200,000) ÷ Employee hours worked.
12. **Total Recordable Case rate** – (Total number of injuries and illnesses X 200,000) ÷ Employee hours worked.
13. **Lost Time Workday rate** – (Number of lost workdays X 200,000) ÷ Employee hours worked.
14. **Restricted Workday rate** – (Number of restricted workdays X 200,000) ÷ Employee hours worked.