

**INSTRUCTIONS FOR COMPUTING
INCIDENCE RATES FOR AN INDIVIDUAL FIRM**

Days Away, Restricted And/or Transfer Rates (DART) and Total Injury & Illness Rates (TIIR)

The incidence rates for an individual establishment or firm may be calculated by using the same formula used to calculate industry-wide incidence rates from the annual Occupational Injury and Illness Survey. The incidence rates (IR) are calculated for numbers of injuries and/or illnesses, or for cases with days away and/or job transfer or restriction, per 100 workers per year. The rate is calculated as:

$$\mathbf{IR = (N \times 200,000) \div EH} \quad \mathbf{or} \quad \mathbf{(N \div EH) \times (200,000) = IR}$$

Where: IR = Incidence Rate (either DART or TIIR)
 N = Number of cases with days away and/or job transfer or restriction or
 EH = Total hours worked by all employees during the calendar year
 200,000 = Base for 100 full-time equivalent workers¹ (working 40 hours per week,
 50 weeks per year)

The formulas in the following table may be used to determine the Days Away, Restricted, and/or Transfer (DART) Rate, or to determine the total injury and illness rate (TIIR):

Incident Rate	OSHA 300 Log Column Entry	Calculations
Days Away, Restricted or Transferred	H _____	_____ (cases)
DART Rate	+ I _____	x 200,000
Was Lost Workday Injury and Illness Rate (LWCDIR)	Total = _____ (cases)	÷ _____ (hours)
		= _____ (rate)
Total Injury & Illness Rate	G _____	_____ (cases)
TIIR Rate	+ H _____	x 200,000
Note: Consultants will not normally calculate TIIR unless specifically requested by the employer, or when it is for VPP purposes.	+ I _____	÷ _____ (hours)
	+ J _____	
	Total = _____ (cases)	= _____ (rate)

¹ Employee hours (EH) is the total number of hours actually worked during the year by all employees from payroll or other time records. The hours worked figure should not include any non work time even though paid, such as vacation, sick leave, holidays, etc. (If actual hours worked are not available for employees paid on commission, salary, by the mile, etc., hours worked may be estimated on the basis of scheduled hours or 8 hours per workday.)

INSTRUCTIONS FOR COMPUTING INCIDENCE RATES FOR AN INDIVIDUAL FIRM AGAINST PUBLISHED DATA

For purposes of SHARP evaluation, the company DART rate for the most recently completed calendar year shall be calculated by the consultant. That calculated company rate shall be compared to the most recently published data for the industry.²

There is a three-year lag in this process. When the consultation takes place (this year), the consultant will calculate the DART rate for site's most recently completed calendar year (last year) and then compare that against the most recently published data (data from two years ago).

The Industry Rates are found in the "Incidence rates of nonfatal occupational injuries and illnesses by industry and case types. Oregon, (year)" This information can be found on the Oregon OSHA External web page by going to: <http://www.orosha.org/standards/statistics.html>

The table in this link is updated annually in early January.

The consultant shall compare the calculated company DART rate to the rates published in the "Total" column under "Cases with days away from work, job transfer, or restriction." If a comparison is made of total injury and illness rates, the comparison will be made to the rates published in the "Total recordable cases" column.

The consultant shall compare the calculated company rate against the most current NAICS code published. If the five digit NAICS code is not published or its SIC code predecessor, refer to the OR-OSHA NAICS Codes Selection Guidelines for instructions on determining the appropriate code to use.³

Both the company DART rate and the industry average rate must be included in the SHARP Executive Summary.

For more information on DART, Refer to Program Directive A-249, VII. A. on Page 12, and Figure 5 on Page 22.

² Yearly tables with Incidence rates of Nonfatal Occupational Injuries and Illnesses by Industry can be found at <http://www.orosha.org/standards/statistics.html>

³ OR-OSHA SIC/NAICS Codes Selection Guidelines can be found at <http://www.orosha.org/standards/statistics.html>

**Guidelines for Selecting NAICS/SIC Codes –
To determine Nonfatal Occupational & Illness Industry Rates**

When determining incidence rates of nonfatal occupational injuries and illnesses by industry and case types use the Bureau of Labor Statistics, U.S. Department of Labor, Table 6 for years 1996, 1997, 2003 and 2004. When determining industrial rates for years 2002-1998, use **only** the five year published Information Management Division, IMD table. These tables are located at <http://www.cbs.state.or.us/external/osha/standards/statistics.html>. Please use **only** these tables at this website to determine industrial rates for these years and future years. For table years **prior to 1997** please contact your manager for verification of the correct table.

SIC/NAICS – self-determination tables can be found at <http://www.census.gov/epcd/naics02/S87TON02.HTM>

Note: When determining a company's industrial rate always use the table year that is two years prior to the SHARP award year. (Example: The calendar year award date is 2006, use the 2004 table.)

Guidelines for selecting NAICS codes, years 2004 and 2003, in Table 6.

- Select the “Total” column under the heading, “Cases with days away from work, job transfer, or restriction”
- When the company's six digit NAICS code is identical to the table 6 code simply select the corresponding industrial rate in the “Total” column.
- When the company's NAICS code is not identical to the table 6 code then select the appropriate NAICS code that covers the field of activities. First, determine if there's a matching five digit code, if there's none, look for a four digit code, if there's none, look for a three digit code, if there's none, look for a two digit code. If there's no two digit code, locate the main category activity name that has no NAICS code and use those rates. Refer to the attached table 6 for the following **examples**.
 1. A company's NAICS is 236270, with SHARP award date 3/1/2005. Since there is no matching six or five digit code, select the four digit code 2362 with rate 4.4.
 2. A company's NAICS code is 111510, with SHARP award date 5/1/2005. Since there is no matching six or five digit code, and no 1115 four digit code, select the three digit code 111 with rate 3.5.
 3. A company's NAICS code is 235110, with SHARP award date 7/1/2005. Since there is no matching six or five digit code, no four digit 2351, no three digit 235 code, select the two digit code 23 with rate 4.4.
 4. A company's NAICS code is 221110, with SHARP award date 10/1/2005. Since there is no two digit 22 code in the NAICS code numeric order on page 1 of table 6, select the four digit code 2211 on page 5 with rate 4.6. In this case the NAIC code is not in numeric order by category.
 5. A company's NAICS code is 611620, with SHARP award date 11/1/2005. The company is Tualatin Hills Park & Recreation. There is a 61 code under the “State government” classification, “Education Services” on page 5, and a 611 code under the “Local government” classification, “Educational services” on page 7. Select code 611 with rate 1.2, page 7, since this organization is part of local government.

Guidelines for using the IMD five year SIC code table, 1998-2002

- Select the “Lost Workday Case” column.
- When the company's four digit SIC code is identical to the table code simply select the corresponding industrial rate in the column year that is two years prior to the SHARP award year.
- When the company's SIC code is not identical to the IMD table code then select the appropriate SIC code that covers the field of activities. First, determine if there is a matching three digit code, if there is none, look for a two digit code. If there is no two digit code, locate the main category activity name that has no SIC code and use those rates. Refer to the attached five year IMD table for the following **examples**.
 1. A company's SIC code is 0191, with SHARP award date 1/1/2000, and has 5 employees. Use the IMD table year 1998. Since there is no rate under the three digit SIC code 019, select the two digit code 01 with rate 2.6.
 2. A company's SIC code is 2051, with SHARP award date 1/1/2001. Use the IMD table year 1999. Since there is no rate under the four digit code 2051, or the three digit code 205, or the two digit code 20, select the main category “Manufacturing” with rate 5.6.