

## 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:

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

Where:

- IR = Incidence Rate (either DART or TIIR)
- N = Number of cases with days away and/or job transfer and/or restriction
- EH = Total hours worked by all employees during the calendar year
- 200,000 = Base for 100 full-time equivalent workers<sup>1</sup> (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)
<b>DART Rate</b>	+ I _____	x 200,000
Was Lost Workday Injury and Illness Rate (LWCDIR)	Total = _____ (cases)	÷ _____ (hours)
		= _____ (rate)
Total Injury & Illness Rate	G _____	_____ (cases)
<b>TIIR Rate</b>	+ 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)

<sup>1</sup> 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 COMPARING 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.<sup>2</sup>

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 SHARP web page by going to:  
<http://www.cbs.state.or.us/osha/subjects/sharp.html> and clicking on "Oregon rates, current and past".

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. First, determine if there's a matching six digit code, if there's none, look for a 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. If the six digit NAICS code is not published refer to the OR-OSHA NAICS Codes Selection Guidelines for instructions on determining the appropriate code to use.<sup>3</sup>

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.

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<sup>2</sup> Yearly tables with Incidence rates of Nonfatal Occupational Injuries and Illnesses by Industry can be found at <http://www.bls.gov/iif/>  
NAICS Codes SelfDetermination Guidelines can be found at <http://www.census.gov/epcd/naics02/S87TON02/HTM>