



## SH 900 Forms: FAQs

### What are SH 900 forms?

[New York State regulations](#) require that employers maintain a record of recordable occupational injuries and illnesses. This record is filed annually with the New York State Department of Labor. This information must be recorded on 3 specific forms:

- [SH 900](#) - Log of work-Related Injuries and Illnesses
- [SH 900.1](#) - Summary of Work-Related Injuries and Illnesses
- [SH 900.2](#) - Injury and Illness Incident Report

### What should be reported on the SH 900 forms?

DOE sites must report work-related injuries and illnesses for each calendar year: January 1 – December 31. If there were no work-related injuries and illnesses, at a minimum the SH900 and SH900.1 must be filled and filed.

A case is considered **work-related** if:

- It occurred in the work environment, or
- An event or exposure in the work environment either caused or contributed to the resulting condition, or
- An event or exposure in the work environment significantly aggravated a pre-existing injury or illness.

A case is **reportable and recordable** if an injury or illness results in one or more of the following:

- Death
- Days away from work
- Restricted work activity
- Transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Significant injury or illness diagnosed by a Physician or a Licensed Health Care Professional (PLHCP)

Cases that are **not recordable** include:

- Visits to a PLHCP solely for observation or counseling
- Diagnostic procedures
- First aid

### What is the SH 900 form?

All NYCDOE establishments (schools/sites) must keep a Log of Occupational Injuries and Illnesses (Form [SH 900](#)). **Each** recordable injury or illness must be recorded on the SH900 within 7 calendar days of receiving information that a recordable injury or illness has occurred. **Be sure to follow the instructions in column F.** Enter the totals for each column. Use Zeros (0) in the Total row if no cases were reported. This form must not be posted.



**What is the SH 900.1 form?**

At the end of each calendar year, each NYCDOE school/site must fill out the Summary of Work-Related Injuries and Illnesses (Form [SH 900.1](#)). A copy of the summary must be posted in each establishment from February 1 through April 30 in a conspicuous place or where employee notices are posted. This form summarizes the data reported on the SH 900. Use Section 2 – Calculating Employment Information as your guide to complete this form.

**What is the SH 900.2 form?**

The employer must fill out an [SH 900.2](#) form within 7 calendar days of being informed that a work-related injury or illness has occurred. This includes detailed descriptions of how the incident occurred, what happened to the worker and what medical treatment was provided. An SH 900.2 form must be submitted for each case being reported on the SH 900 form. You may also submit a copy of the Comprehensive Accident Form in lieu of this form. **Occurrence Reports may not be submitted in lieu of the SH 900.2.**

The SH900.2 contains information concerning employee health and must be maintained in a manner that protects the confidentiality of employees to the extent possible while providing the necessary occupational safety and health information. This form **should not** be posted.

**How do I submit the completed forms?**

All forms must be completed and submitted **by February 15** of each year.

**MAIL:** Office of Occupational Safety and Health, 65 Court Street, Room 706, Brooklyn, NY 11201

**FAX:** 718-935-2336 or 4682

**EMAIL:** SH900Forms@schools.nyc.gov

**Do I have to keep a copy of the forms?**

Yes. According to the regulation, these forms must be retained for five (5) calendar years. If your school/site is inspected, the DOL Compliance Officer will request these forms.

**Questions?**

Please call (718) 935-2319.

**2.11.14**