

## OSHA Postings

*January 26, 2011*

Beginning February 1, you may be required to post the Occupational Safety and Health Administration (OSHA) Form 300A, a Summary of Work-Related Injuries and Illnesses. If you have eleven or more employees and are not exempted, you are required to post this form from February 1 through April 30. Form 300A reports the total number of workplace deaths, missed workdays, job transfers or restrictions, and injuries and illnesses as recorded on Form 300, the Log of Work-Related Injuries and Illnesses, which must be maintained throughout the year. Forms 300A and 300 are two of three OSHA forms required as part of the agency's recordkeeping rule. Below, we explain what OSHA requires and how you can comply.

Regulations implementing the Occupational Safety and Health Act, require employers with 11 or more employees (except employers in certain "low-hazard industries") to maintain a log and summary of all recordable work-related injuries and illnesses. Examples of the kinds of operations that are exempt include hardware stores, real estate agents, engineering and accounting offices, legal services, physicians' offices, schools and colleges, and computer and data processing services.

If you are required to maintain OSHA Forms 300, 300A, and 301, you also must:

- Maintain, retain, and provide access to inspectors, employees, former employees, personal representatives and authorized collective bargaining representatives to the log and summary of work-related illnesses and injuries (Forms 300 and 300A);
- Maintain, retain, and provide access to inspectors to Form 301 Incident Reports;
- Make available to each employee, former employee, or personal representative the Form 301 Incident Report relating to that employee only;
- Make available to authorized collective bargaining representatives copies of Form 301 Incident Reports with all information removed except the section entitled "Tell us about the case;" and
- Have the annual summary of work-related injuries and illnesses (Form 300A) certified by a company executive and posted for each establishment between February 1 and April 30.

When posting the Form 300A, you should post it in each work establishment in a conspicuous place or

places where notices to employees are customarily posted, such as in employee break areas or lock rooms. You also must ensure that the posted annual summary is not altered, defaced, or covered by other material. And finally, an executive must certify that the OSHA 300 Log has been examined and that the annual summary is believed to be correct and complete. The certifying executive can be either the owner or an officer of the organization, the highest ranking executive at the establishment, or the supervisor of that highest ranking executive.

WorkLife HR® maintains your OSHA 300 Log, and it is provided to you annually. If you question whether the log should be posted at your worksite(s), contact our Workers' Compensation Team at (813) 347-5445 for assistance.



**IMPORTANT:** This document is designed to provide a general overview of the subject. It does NOT attempt to cover all of the law's provisions and should NOT be used as legal advice for implementation activities. We encourage you to seek professional advice, including legal counsel, regarding how the new requirements will affect your specific circumstances.

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