



### **Employers Must Post OSHA 300 Log February 1 through April 30**

Beginning February 1, 2005, employers are required to post a summary of the total number of job-related injuries and illnesses that occurred in the previous year. Employers are only required to post the Summary (OSHA Form 300A) – not the OSHA 300 Log – from February 1 to April 30.

The summary must list the total numbers of job-related injuries and illnesses that occurred in the previous year and were logged on the OSHA 300 form. Employment information about annual average number of employees and total hours worked during the calendar year is also required to assist in calculating incidence rates. Companies with no recordable injuries or illnesses during the year must post the form with zeros on the “total” line. All establishment summaries must be certified by a company executive.

The form is to be displayed in a common area wherever notices to employees are usually posted. Employers must make a copy of the summary available to employees who move from worksite to worksite, such as construction workers, and employees who do not report to any fixed establishment on a regular basis.

Employers with ten or fewer employees and employers in certain industry groups are normally exempt from federal OSHA injury and illness recordkeeping and posting requirements. A complete list of exempt industries in the retail, services, finance, and real estate sectors is posted on OSHA’s Web site.

Exempted employers may still be selected by the Labor Department's Bureau of Labor Statistics to participate in an annual statistical survey. All employers covered by OSHA need to comply with safety and health standards and must report verbally, within eight hours to the nearest OSHA office, all accidents that result in one or more fatalities or in the hospitalization of three or more employees.

Copies of the OSHA Forms 300, 300A and 301 are available on the OSHA Recordkeeping Web page in either Adobe PDF or Microsoft Excel Spreadsheet format.

Employers are responsible for providing a safe and healthful workplace for their employees. OSHA's role is to assure the safety and health of America's workers by setting and enforcing standards; providing training, outreach, and education; establishing partnerships; and encouraging continual improvement in workplace safety and health. **For more information, visit [www.osha.gov](http://www.osha.gov), or contact AMRRP Loss Control staff at (602) 996-8810.**