

## OSHA's Form 300A-Injury/Illness Summary Posting Requirements

### Toolbox Talk



#### Greetings!

As part of our ongoing Health & Safety Training program we bring you "OSHA's Form 300A-Injury/Illness Summary posting requirements". We have included the links to important requirement updates, helpful information and necessary forms.

Under OSHA's recordkeeping regulation, certain covered employers are required to prepare and maintain records of serious occupational injuries and illnesses using the OSHA 300 Log. This information is important for employers, workers and OSHA in evaluating the safety of a workplace, understanding industry hazards, and implementing worker protections to reduce and eliminate hazards.

However, there are two classes of employers that are partially exempt from routinely keeping injury and illness records.

- First, employers with ten or fewer employees at all times during the previous calendar year are exempt from routinely keeping OSHA injury and illness records.
- Second, establishments in certain low-hazard industries are also partially exempt from routinely keeping OSHA injury and illness records. Due to changes in OSHA's recordkeeping requirements that went into effect Jan. 1, 2015, certain previously exempt industries are now covered. See the lists of both exempt and newly covered industries for details  
<https://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html>

OSHA's Recordkeeping Rule <https://www.osha.gov/recordkeeping2014/records.html>

Injuries and Illnesses Recordkeeping Forms  
<https://www.osha.gov/recordkeeping/RKforms.html>

#### What to Post?

February is OSHA posting time, and employers are required to fulfill the OSHA requirement and post the OSHA 300A Summary of the OSHA 300 Record of Injuries & Illnesses Recordkeeping Log for the past year (2017). This posting must be done for the period February 1<sup>st</sup> through April 30th inclusive. The posting must be in an area accessible to all employees.

Remember All Employers must Report:

1. All work-related fatalities within 8 hours.
2. All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.

If you have any questions about the OSHA's 300s Recordkeeping or other health and safety topics please reach out to us at (800) 638-8048 Ext. 8817 or 8816.

Sincerely,  
GCG Risk Management Health and Safety Team