



U.S. Department of Labor Occupational Safety & Health Administration

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OSHA News Release

2007 - 01/24/2007 - Employers Must Post Illness/Injury Summaries Beginning Feb. 1, 2007

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OSHA Trade News Release

U.S. Department of Labor
OSHA, Office of Communications

Trade News Release

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Employers Must Post Illness/Injury Summaries Beginning Feb. 1, 2007

WASHINGTON -- The Occupational Safety and Health Administration today reminded employers that beginning Feb. 1, they must post a summary of the total number of job-related injuries and illnesses that occurred during 2006. Employers are only required to post OSHA Form 300A (summary), not the OSHA 300 log. The summary must be posted from Feb. 1 to April 30, 2007.

"This is an excellent time for employers to review their 300 logs and determine where injuries and illnesses are occurring and determine a strategy to reduce and hopefully eliminate these safety and health hazards," said OSHA Administrator Ed Foulke.

The summary must list the total number of job-related injuries and illnesses that occurred in 2006 and were logged on the OSHA 300 form. Information about the 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 in 2006 must post the form with zeroes on the total line. All 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. A copy of the summary must be made available to employees who move from worksite to worksite, such as construction employees 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 the OSHA Web site.

Exempted employers may still be selected by the Department of Labor'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 and 300A are available on the [OSHA Recordkeeping Web page](#) in either Adobe PDF or Microsoft Excel Spreadsheet format.

Under the Occupational Safety and Health Act of 1970, 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 working men and women by setting and enforcing standards; providing training, outreach, and education; establishing partnerships; and encouraging continual process improvement in workplace safety and health. For more information, visit www.osha.gov.

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