COMPSOLVE Inc.

Providing Compliance Solutions for Business

FRIENDLY REMINDER FROM COMPSOLVE INC.

OSHA 300 POSTING RULES

OSHA requires that employers post a summary of the total number of job-related injuries and illnesses that occurred in a calendar year. Summaries must be posted from Feb. 1 to April 30, of the following year. Employers are only required to post the Summary (OSHA Form 300A), not the OSHA 300 Log.

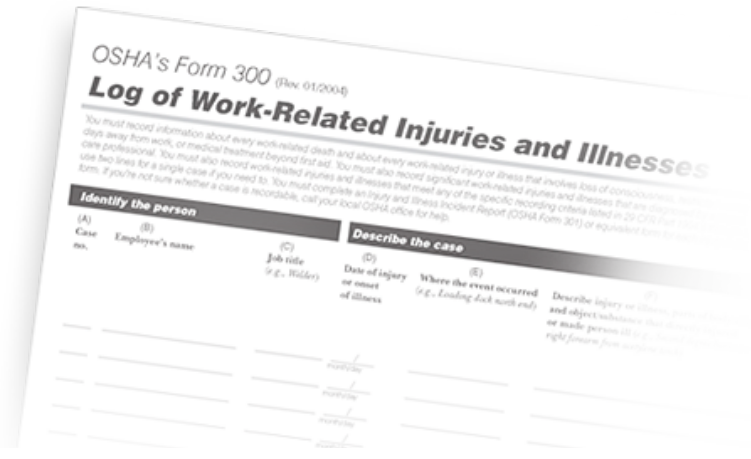
The summary must list the total numbers of job-related injuries and illnesses that occurred in the previous calendar year and were logged on the OSHA 300 form.

Employment information about annual average number of employees and total hours worked during the calendar year is also required. Companies with no recordable injuries or illnesses in the previous calendar year must post the form with zeros on the total line. All establishment summaries must be certified by a company executive.

The form should 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 between work sites, such as construction workers, and employees who do not report to any one location on a regular basis.

Employers with 10 or fewer employees, and employers in certain industry groups, are normally exempt from federal OSHA injury and illness recordkeeping and posting requirements.

FOR MORE INFORMATION CALL US TOLL FREE AT 1-877-630-0001


OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

Identify the person

Describe the case