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## **OSHA's 300-A Summary Posting Deadline is Due Tomorrow (February 1<sup>st</sup>)!**

The deadline for posting the OSHA 300-A Summary of Work-Related Injuries and Illnesses is fast approaching; if you haven't already sent it to the boss for certification, now's the time to do so. You must post your 2011 annual summary no later than February 1 and keep it posted through April 30 in a conspicuous place where notices are normally posted. You must also make sure the summary is not altered, defaced, or covered up during that time.

And you must complete and post a 300-A Summary even if you had no recordable injuries or illnesses for that year.

OSHA's basic requirement for the 300-A Summary at 1904.32(a) tells you that at the end of each year, you must:

1. Review your OSHA 300 Log to verify that the entries are complete and accurate (and correct any mistakes)
2. Fill out a summary of the injuries and illnesses recorded on the log
3. Certify the summary
4. Post the annual summary

The Form 300-A is used to summarize the entries from the OSHA Form 300 Log of Work-Related Injuries and Illnesses at the end of the year. To fill out the summary, you simply total the columns on the 300 Log.

Other items you'll need to include are:

-Your industry description, Standard Industrial Classification (SIC) number

-Average number of employees, and the total hours worked by all employees over the year. (OSHA includes a worksheet to help you figure out the average number of employees and the total hours worked).

Finally, 1904.32(b)(3) explains how to certify the Annual Summary:

-A Company Executive must examine the 300 Log and declare that he or she reasonably believes, based on knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

A company executive can be:

- an owner of the company
- an officer of the corporation
- the highest ranking company official working at the establishment
- the immediate supervisor of the highest ranking company official working at the establishment.

OSHA doesn't go into detail about how to evaluate your recordkeeping system to ensure accuracy or completeness, but expects employers to be familiar with the injury and illness recordkeeping requirements found at 29 CFR 1904.