



OSHA 300 Log / OSHA 300-A Summary

What's the Difference?

I am often asked about the posting requirements of the OSHA 300 Log and the OSHA 300-A Summary. There seems to be a lot of confusion as to which one should be posted in the workplace. Who needs to know this and why is this important to you? Because employers are required to complete both OSHA Form 300 Log of Work-Related Injuries and Illnesses and the OSHA Form 300-A Summary of Work-Related Injuries and Illnesses. However, only the latter, Form 300-A, is required to be posted in the workplace.

Maintaining and Posting Records

The records must be maintained at the worksite for at least five years. Each February through April, employers must post a summary of the injuries and illnesses recorded the previous year.

Severe Injury Reporting

Employers must report any worker fatality within 8 hours and any amputation, loss of an eye, or hospitalization of a worker within 24 hours.

How do I complete the annual summary?

You must:

1904.32(b)(2)(i)

Total the columns on the OSHA 300 Log (if you had no recordable cases, enter zeros for each column total); and

1904.32(b)(2)(ii)

Enter the calendar year covered, the company's name, establishment name, establishment address, annual average number of employees covered by the OSHA 300 Log, and the total hours worked by all employees covered by the OSHA 300 Log.

How do I certify the annual summary?

A company executive must certify that he or

she has examined the OSHA 300 Log and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

How do I post the annual summary?

You must post a copy of the annual summary in each establishment in a conspicuous place or places where notices to employees are customarily posted. You must ensure that the posted annual summary is not altered, defaced or covered by other material.

When do I have to post the annual summary?

You must post the summary no later than February 1 of the year following the year covered by the records and keep the posting in place until April 30.