

OSHA Form 300A Summary Posting Requirements Begin February 1st



The Occupational Safety and Health Administration (OSHA) requires employers subject to its injury and illness recordkeeping requirements to post copies of their OSHA Form 300A on **February 1 until April 30** of each year.

The image shows a screenshot of the OSHA Form 300A, titled "Summary of Work-Related Injuries and Illnesses". The form is for the year 2022. It includes sections for "Number of Cases", "Number of Days", "Injury and Illness Types", and "Establishment information". The "Number of Cases" section has four categories: Total number of deaths, Total number of cases with days away from work, Total number of cases with job transfer or restriction, and Total number of other recordable cases. The "Number of Days" section has two categories: Total number of days away from work and Total number of days of job transfer or restriction. The "Injury and Illness Types" section has six categories: (A) Injuries, (B) Skin disorders, (C) Respiratory conditions, (D) Poisonings, (E) Hearing loss, and (F) All other illnesses. The "Establishment information" section includes fields for the establishment name, street, city, state, zip, industry description, and North American Industrial Classification (NAICS). There is also a section for "Employment information" with fields for annual average number of employees and total hours worked by all employees last year. The form includes a "Sign here" section with a statement: "I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete." and a "Reset" button.

Form 300A is known as the "Summary of Work Related Injuries and Illnesses."

Do I need to file this form?

You are **not** required to complete the OSHA injury and illness forms if you are:

- An employers with 10 or fewer employees throughout 2022, or
- Are in a partially exempt industry, as listed by OSHA, and have not been requested by OSHA to keep this record.

What is involved with filling out the form?

After December 2022, companies that are required to complete the forms will need to:

- Calculate the average number of employees during the year and
- Calculate the number of hours worked by all employees, hourly and salary.

This information will be used to complete the paper 300A form that is to be displayed by February 1, 2023, and the electronic report that is to be completed and submitted online. Read our bulleting attached for more information.

Action Steps

On **February 1**, employers subject to OSHA recordkeeping requirements must ensure that copies of their completed 2022 Forms 300A are posted in each of their establishments. The form must be displayed in a conspicuous place or places where notices to employees are customarily posted. The Form 300A postings must remain in place until **April 30, 2023**.