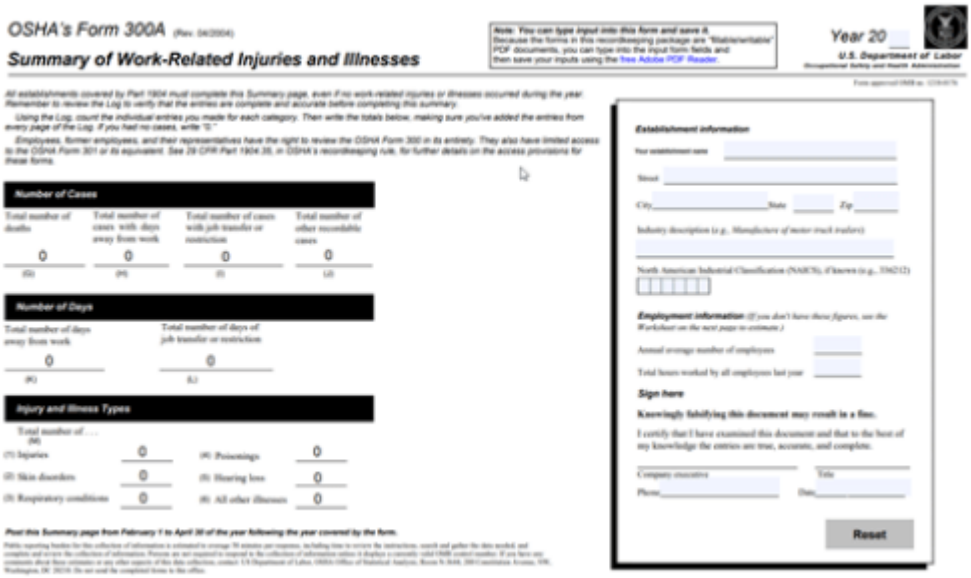
OSHA Form 300A Summary Posting Requirements Begin February 1st



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.


OSHA's Form 300A

Summary of Work-Related Injuries and Illnesses

Year 20 __

U.S. Department of Labor

Number of Cases

Number of Days

Injury and Illness Types

Establishment information

Employment information

Sign here

Reset

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**.