

# SAFETY ALERT

## USOSHA Reminds Employers to Post Injury/Illness Summaries Beginning February 1, 2010

The Occupational Safety and Health Administration (OSHA) requires that on February 1, 2010 employers must post a summary of the total number of job-related injuries and illnesses that occurred last year. The USOSHA 300A Summary or Work Related Injuries and Illnesses shall be posted from February 1 to April 30, 2010.

The summary must list the total numbers of job-related injuries and illnesses that occurred in 2009 and logged on the USOSHA 300A form. Employment information about annual average number of employees and total hours worked during the calendar year is also required to assist in calculating incidence rates. Companies with no recordable injuries or illnesses in 2009 must post the form with zeros on the total line. All establishment summaries must be certified by a company executive.

The form is to be displayed in a common area wherever notices to employees are usually posted. USOSHA 1904.32(b)(5), requires employers to post a copy of the Annual Summary in each

work location, no later than February 1 of the year following the year covered by the records and kept in place until April 30. Only the USOSHA 300A Summary form should be posted. Employers must make a copy of the summary available to employees who move from worksite to worksite, such as construction workers, and employees who do not report to any fixed establishment on a regular basis.

All employers covered by USOSHA need to comply with safety and health standards and must report verbally within eight hours to the nearest OSHA office all accidents that result in one or more fatalities or in the hospitalization of three or more employees.

Copies of the USOSHA

Forms 300, 300A and 301 are available on the USOSHA Recordkeeping Webpage in either Adobe PDF or Microsoft Excel Spreadsheet format.

Employers are responsible for providing a safe and healthful workplace for their employees. USOSHA's role is to assure the safety and health of America's workers by setting and enforcing standards; providing training, outreach, and education; establishing partnerships; and encouraging continual improvement in workplace safety and health. For more information, visit [www.osha.gov](http://www.osha.gov) or call Robert Holwitt of BSG at (856) 252-1400 x6714.

