



OSHA Recordkeeping Forms Must Be Posted by February 1, 2011

The annual posting period for OSHA 300 logs is fast approaching. Employers who fall under the recordkeeping rules for the Occupational Safety and Health Administration (OSHA) must post their OSHA Form 300A (*Summary of Work-Related Injuries and Illnesses*) beginning on February 1, 2011 and keep it posted through April 30, 2011. The summary form must be kept in a visible location so that employees are aware of the injuries and illnesses that occurred in their workplace during the 2010 calendar year.

A number of specific industries in the retail, service, finance, insurance and real estate sectors that are classified as low hazard are exempt from these requirements, as well as small businesses with 10 or fewer employees.

Under the OSHA recordkeeping rule, employers are required to maintain records of any work-related injury or illness resulting in one of the following:

- Death;
- Days away from work;
- Restricted work or transfer to another job (light duty);
- Medical treatment beyond first aid;
- Loss of consciousness; or
- Diagnosis of a significant injury or illness by a physician or other licensed health care professional.

The *Log of Work-Related Injuries and Illnesses* (OSHA Form 300) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. Specific details about each injury or illness is recorded on this form. The *Summary* (OSHA Form 300A) is a separate form that shows the totals for the year in each category.

For more information about OSHA recordkeeping rules, please call Shawn Combs, Group Safety Account Executive at (614) 827-0364.