



Post Your OSHA 300A Recordkeeping Summary!

The OSHA recordkeeping standard requires employers to have their OSHA 300A Summary completed, signed and posted from **February 1 through April 30**.

The OSHA recordkeeping standard requires specified employers to have their OSHA 300A Summary completed, signed and posted from Feb. 1 through April 30. Record all work-related injuries and illnesses that result in:

- Death
- Loss of consciousness
- Days away from work
- Modified work or job transfer
- Medical treatment beyond first aid

Important things to remember:

- Injuries must be recorded on the OSHA 300 log within seven days of occurrence.
- A separate log and summary must be maintained for each site.
- Don't post the log (post only the summary).

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- Even businesses with no recordable injury or illness must still complete and post the log/summary.
- The log and summary must be retained on file for five years.
- Do not send completed forms to OSHA unless specifically asked to do so.

The information recorded on the logs is important for employers, workers, OSHA and the Bureau of Labor Statistics in evaluating the safety of a workplace, understanding industry hazards and implementing worker protections to prevent accidents.

If you require assistance in completing your facility's forms, contact your CompWest loss control consultant.

The advice presented in this document is intended as general information for employers. See CompWestInsurance.com for the complete disclaimer/legal notice.

