

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 (Rev. 02/2024)
Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the form is the recordkeeping package and "fillable" PDF documents, you can type into the input form fields and then save your inputs using the [Save As PDF Reader](#).

Year 20__
U.S. Department of Labor
Occupational Safety and Health Administration

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0".

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(A)	(B)	(C)	(D)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
0	0
(E)	(F)

Injury and Illness Types			
Total number of ...			
(G) Sprains	0	(H) Poisonings	0
(I) Skin disorders	0	(J) Slipping, tripping	0
(K) Respiratory conditions	0	(L) All other illnesses	0

Please file this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time to review the instructions, search existing data sources, gather the data needed, and review the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to Washington, DC 20503. Send all other correspondence to the Office of Management and Budget, Paperwork Project (0704-0188).

Establishment information

For establishment use _____

Street _____

City _____ State _____ Zip _____

Industry description (e.g., Manufacturer of motor truck engines)

North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company name _____ Title _____

Phone _____ Fax _____

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**.