



Workforce Development

OSHA Recordkeeping Requirements

OSHA requires employers with 11 or more employees, except employers in certain low-hazard industries, to maintain a log and summary of all recordable work-related injuries and illnesses.

The regulations provide two forms for recording this information, OSHA Forms 300 (the Log of Work-Related Injuries and Illnesses) and 300A (the Summary of Work-Related Injuries and Illnesses). In addition, employers must maintain a supplementary record for each recordable injury or illness on Form 301 (Injury and Illness Incident Report). Forms 300, 300A, and 301 should be maintained on a calendar year basis.

OSHA Posting Requirements

On February 1st, employers are required by OSHA to post a summary of the injuries and illnesses that occurred in their workplaces during the previous calendar year. OSHA requires that employers prepare and post a summary of the previous year's injury and illness data using Form 300A, Summary of Work-Related Injuries and Illnesses. Form 300A must be certified by a company executive and displayed in a common area where notices to employees are usually posted.

The form must be posted no later than February 1st and remain in place through April 30th.

A copy of the summary must also be made 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. Even if no recordable injuries or illnesses occurred at your facility, the employer is still required to prepare, certify, and post Form 300A with zeroes in the total line. All 300 Logs and 300A Forms must be maintained for a minimum of five years following the end of the year to which they apply.

If you need assistance with Health & Safety compliance issues or concerns or if you are interested in the Pennsylvania PennSafe Certified Safety Committee program allowing you to save 5% on your Workers Compensation Insurance premiums, please contact MANTEC.

To discuss Health & Safety compliance issues contact your Professional Business Advisor directly or MANTEC at 717-843-5054

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