

OSHA: Employers Must Post Injury Summaries

Beginning this month, the U.S. Occupational Safety and Health Administration (OSHA) is requiring companies that employ ten or more people to post a summary of the total number of job-related injuries and illnesses that occurred last year. Employers are required to post only the summary (OSHA Form 300A) - not the OSHA 300 Log - from February 1 to April 30, 2004. The summary must list the total numbers of job-related injuries and illnesses that occurred in 2003 and were logged on the OSHA 300 form.

Employers with ten or fewer employees and employers in certain industry groups are normally exempt from federal OSHA injury and illness record-keeping and posting requirements. A complete list of exempt industries in the retail, services, finance and real estate sectors is posted on OSHA's Web site.

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 2003 must post the form with zeroes on the total line. A company executive must certify all establishment summaries.

The form is to be displayed in a common area wherever notices to employees are usually posted. Employers must make a copy of the summary available to employees who move from work site to work site, such as construction workers, and employees who do not report to any fixed establishment on a regular basis.

Exempted employers may still be selected by the U.S. Labor Department's Bureau of Labor Statistics to participate in an annual statistical survey. All employers covered by OSHA 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.