

# 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. 10/2004)  
**Summary of Work-Related Injuries and Illnesses**

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe 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 ...	
(1) Injuries	0
(2) Skin disorders	0
(3) Respiratory conditions	0
(4) Poisonings	0
(5) Hearing loss	0
(6) All other illnesses	0

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

After entering figures in the collection of information, you may want to print the summary, check and enter the data, and then print the summary and enter the data. If you have any questions about this collection or any other aspect of the OSHA recordkeeping rule, U.S. Department of Labor, OSHA Office of Technical Support, Room 3330, 2000 M Street, NW, Washington, DC 20037, 202-693-1900 and the complete form is in the office.

**Establishment information**

Your establishment name

Street

City  State  Zip

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

North American Industrial Classification (NAICS), if known (e.g., 336211)

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

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 executive  Title

Phone  Date

**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**.