



CSRMA ALERT

Deadline: February 1, 2010 - OSHA Log Summary Reminder

It's that time of year: Feb. 1 marks the deadline for you to tabulate your annual CalOSHA Log Summary (CalOSHA Form 300A) and post it in a common area wherever notices to employees are usually posted. This is the summary only (300A), not the CalOSHA 300 Form.

The CalOSHA Form 300A summary must list the total number of job-related injuries and illnesses that occurred in calendar year 2009 and were logged on the CalOSHA 300 Form. Information about your annual average number of employees and total hours they worked during the calendar year is also required to help the agency calculate incidence rates.

Even if you had no recordable injuries or illnesses for 2009, you still must post the CalOSHA Form 300A, listing zeros on the total line. And remember - an agency executive must certify all summaries.

The Summary must remain posted from February 1, 2010 through April 30, 2010. Copies of CalOSHA Forms 300, 300A and 301 are available on CalOSHA's website at <http://www.californiaosha.info/>

Do I need to fill out the OSHA Log of Work-Related Injuries and Illnesses?

Yes, unless...

- ❖ You have 10 or fewer employees
- ❖ You fall within one of the industries that are normally excused from the OSHA recordkeeping and posting requirements. A complete list of exempt industries is posted at <http://www.californiaosha.info/>

Otherwise, you are required to post OSHA Form 300A (not the OSHA 300 form/log) annually from February 1 to April 30.

Where Can I Learn More About CalOSHA's Log 300 Recording Requirements? <http://www.californiaosha.info/>

Cal/OSHA Form 300 (Rev. 7/2007) Appendix A
Log of Work-Related Injuries and Illnesses

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in CCR Title 8 Section 14300.9 through 14300.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (Cal/OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local Cal/OSHA office for help.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.
See CCR Title 8 14300.29(b)(6)-(10)

Year 20 **CAL OSHA**
Department of Industrial Relations
Division of Occupational Safety and Health

Establishment name _____
City _____ State _____

Identify the person		Describe the case			Classify the case				Enter the number of days the injured or ill worker was		Check the "injury" column or check one type of illness											
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 10/26/07)	(E) Where the event occurred (e.g., Loading dock work area)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from awl/die tank)	Death	Days away from work	Restricted work activity or job transfer	Other recordable condition	Away from work (K)	On job transfer or restriction (L)	(M)										
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