



Reminder: February 1 Deadline for Posting of OSHA 300A Form

All employers who are required by the Occupational Safety and Health Administration (OSHA) to maintain records of injuries and illnesses have until February 1, 2015, to get their records in order. Form 300A is a summary log of work-related injuries and illnesses from 2014 that must be posted where employees can see it between February 1 and April 30, 2015. The 300A includes summary information from the 300 Logs, including: total numbers of cases of job-related injuries and illnesses; total number of days away from work and number of days of job transfer or restriction; and the total numbers of injury and illness types. In addition, it includes the average number of employees and hours worked by all employees for the year. It is important to note that the Form 300A must be posted even if there were no recordable incidents in 2014.

A company executive must certify that he or she has examined the OSHA 300 Log and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete. The company executive who signs the 300A must be one of the following persons: an owner of the company (only if the company is a sole proprietorship or partnership); an officer of the corporation; the highest ranking company official working at the establishment; or the immediate supervisor of the highest ranking company official working at the establishment. Some businesses, like establishments with 10 or fewer employees, as well as certain industry sectors, are partially exempt from OSHA Recordkeeping requirements.

For more information about OSHA and the recordkeeping requirements please contact [Jane H. Heidingsfelder](#).

Remember that these legal principles may change and vary widely in their application to specific factual circumstances. You should consult with counsel about your individual circumstances. For further information regarding these issues, contact:

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