

# Henderson Brothers Risk Control Update

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## Annual OSHA Summary Reports

Every year employers are required to post their OSHA Log summaries, and in some cases submit electronic reports. The reporting period lasts from February 1<sup>st</sup> through April 30<sup>th</sup>, electronic reporting must be completed by March 2<sup>nd</sup>. During the reporting period a copy of the OSHA Form 300A must be prominently posted in the workplace; for employers utilizing online or electronic bulletin boards for employee communications, the 300A Summary should be readily available in that format as well.

Posting summaries and submitting electronic reports is a relatively easy task. However, these tasks can be made unnecessarily difficult if poor recordkeeping habits prevail throughout the year. In order to successfully navigate annual reporting, and annual record keeping compliance, a good plan is necessary. Fortunately, the recordkeeping process is straightforward and can be worked into just about any management system or style.

The best practices for navigating the annual record keeping requirements follows the basic process below:

- Correctly classify work-related reported injuries and illnesses are recordable
  - Generally, incidents require first aid only are not recordable
  - Maintain a working definition of work-related activities for your business
- Maintain accurate and up to date recordable illness and injury logs all year utilizing the Form 300 or an alternative which at a minimum collects the same data points
  - Verify that each entry is correctly categorized and that all days away, transfers, and restrictions are counted
  - Incidents should be added to the log within seven days of occurrence
- Maintain a unique log for each business location that operates for at least one year
- Investigate all reported incidents ASAP utilizing the Form 301 or an alternative form such as an insurer's first report of injury form
  - Train employees on proper incident reporting – this is the best way for employers to be notified of recordable incidents
- Start your summary process early and verify that all work-related injuries and illnesses are accurately and completely recorded on the 300 Log
- Have a company official sign and post the 300A Summary
- Submit your 300A Summary information electronically as required by your NAICS
- Share your annual injury and illness rate metrics with you employees and stakeholders
- Keep a copy of your logs and summaries for at least five years

If you need any assistance with your injury or illness recordkeeping program, please contact your Risk Control representative for more information and support. You can always email [riskcontrol@hb1893.com](mailto:riskcontrol@hb1893.com) with questions concerning OSHA compliance programs.