



e-Alert: Employers must post OSHA Form 300A on February 1

Employers who are subject to the recordkeeping requirements of the federal Occupational Safety and Health Act need to post the 2017 Form 300A from **February 1 until April 30, 2018**. The form is a Summary of Work-Related Injuries and Illnesses from the preceding calendar year, and must be posted even if there were no injuries or illnesses occurring. Minor injuries, requiring first aid only, do not need to be recorded.

In addition, a company executive must certify they have examined the OSHA Form 300 Log of Work-Related Injuries and Illnesses, and that they believe the Form 300 Log and the Form 300A Posting are accurate and complete.

Where to post

The form should be displayed in a common area, where notices to employees are habitually posted. It is the responsibility of the employer to ensure employees are aware of the injuries and illnesses that have occurred in the workplace.

Is your company required to follow OSHA recordkeeping guidelines?

Employers with more than 10 employees are required to keep record of serious work-related injuries and illnesses. Certain low-risk industries are exempted. Records must be maintained on-site for at least 5 years, and copies must be provided to employees upon request.

For more information on OSHA recordkeeping [click here](#).

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