



February marks the beginning of the three-month time period when all companies must post a summary of recordable injuries from their previous year's OSHA 300 log. February marks the beginning of the three-month time period when all companies must post a summary of recordable injuries from their previous year's OSHA 300 log. Oregon OSHA rules require employers to post the OSHA 300A summary form (of 2006 occupational injuries and illnesses) no later than February 1 and keep it posted through April 30.

Employers are only required to post the OSHA 300A summary form, not the OSHA 300 log. The OSHA 300 log contains confidential information which should not be posted. The summary is a one-page form with the title "OSHA Form 300A."

The summary must list the total number of work-related injuries and illnesses that occurred in 2006 and were recorded on the OSHA 300 form. The annual average number of employees and total hours worked during the calendar year also are required to assist in calculating incidence rates. Companies with no recordable injuries or illnesses in 2006 must post the form with zeroes on the total line.

All summaries must be reviewed and certified (signed) by the highest ranking manager at the location where the log is compiled.

The OSHA 300A summary must be displayed in a common area where notices to employees are usually posted. A copy of the summary must be made available to employees who move from worksite to worksite, such as construction employees and employees who do not report to any fixed establishment on a regular basis.

You can download the "OSHA Form 300A" and the "OSHA Form 300" log via the Oregon-OSHA website: <http://www.orosha.org/pdf/pubs/3353.pdf>