IT’S THAT TIME AGAIN….

BEFORE FEBRUARY 1:

Step 1 – Review your 2009 OSHA 300 Log for completeness and accuracy

Step 2 - Use the OSHA 300-A form to prepare the annual summary, entering and computing summary information on the injuries and illnesses recorded on the 2009 log. If you had no recordable cases for 2009, you must still complete a summary (with zeros in the various columns).

Step 3 – Certify the summary with the signature of the person preparing the log and 300-A form and a company executive (either the owner, corporate officer, or the preparer’s supervisor).

Step 4 - Post the summary in a “conspicuous place” in your workplace by February 1 (and leave it posted until April 30).

Certain employers (www.osha.gov/recordkeeping/ppt1/RK1exempttable.html) are not required to keep OSHA injury and illness records, unless they have been asked in writing to do so by OSHA, the Bureau of Labor Statistics (BLS), or IOSH.

NOTE: Cases of H1N1 illness (“swine flu”) must be recorded if they meet all the following stipulations:
1) the case is a confirmed case of 2009 H1N1 illness as defined by CDC;
2) the case is “work-related,” i.e., if exposure in the work environment caused or contributed to a worker developing the condition or significantly aggravated the existing condition (section 1904.5 - www.osha.gov/recordkeeping/handbook/index.html#1904.5)
3) the case meets at least one of the recording criteria for injury/illness, such as days away from work or medical treatment (section 1904.7 - www.osha.gov/recordkeeping/handbook/index.html#1904.7).

OSHA Recordkeeping Handbook (Basic Requirement) - www.osha.gov/recordkeeping/handbook/index.html#1904.32

For general questions about 300-A: Pamela Rosa, Senior Industrial Hygienist, Iowa Division of Labor, IOSHA Consultation & Education, 515/281-6430, rosa.pamela@dol.gov

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