Legal Update

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OSHA Form 300A Posting Requirements Begin Feb. 1

The Occupational Safety and Health Administration (OSHA) requires employers subject to its recordkeeping requirements to post copies of their OSHA Form 300A between **Feb. 1 and April 30** of each year.

The OSHA Form 300A, also known as the "Summary of Work-related Injuries and Illnesses," must be completed by Feb. 1 using data from the previous calendar year.

As a reminder, OSHA's recordkeeping requirement does not apply to employers with 10 or fewer employees, or to employers that are in a partially exempt industry.

Severe Injury Reporting

Employers must report any worker fatality within eight hours and any amputation, loss of an eye or hospitalization of a worker within 24 hours.

Employer Action Steps

On **Feb. 1**, employers subject to OSHA recordkeeping requirements must ensure that copies of their completed Forms 300A are posted in each of their establishments. The form must be displayed in a conspicuous place or places where notices to employees are customarily posted.

Until **April 30**, these employers must also ensure that their Form 300A postings remain in place and are not altered, defaced or covered by other material.

Highlights

- Employers must post their OSHA 300A for the 2023 calendar year by Feb. 1, 2024.
- The form must remain on display until April 30.
- Employers subject to OSHA's electronic reporting requirement will need to submit information from their OSHA 300A form by March 2.

Annual summaries must be posted in each establishment in a conspicuous place or places where notices are customarily posted.

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