

Annual Summary of Injuries and Illnesses Coming Due

Submitted on Behalf of Hendrick, Phillips, Salzman & Flatt

OSHA recordkeeping regulations require employers to annually review the OSHA 300 log to verify that the entries are complete and accurate and to correct any deficiencies identified. Moreover, employers are required to create an annual summary of the injuries and illnesses recorded on the OSHA 300 log. The summary is to be certified by the employer and posted in a conspicuous place or places where notices to employees are customarily posted. The annual summary must not be altered, defaced or covered by other material.

The annual summary is created by totaling the columns on the OSHA 300 log, entering the calendar year covered, the company's name, the establishment name, the establishment address, the annual average number of employees covered by the OSHA 300 log, and the total hours worked by all employees covered by the OSHA 300 log. OSHA publishes its own Summary of Work-Related Injuries and Illnesses form, the Form 300-A, and you can access that form by clicking [here](#). If you are going to use a form other than the OSHA-published form, the summary used must also include the employee access and employer penalty statements found on the OSHA Form 300-A.

The certification of the annual summary must be done by a company executive. A company executive is to certify that the summary form was examined, and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

The annual summary must be posted no later than February 1, 2012, and the posting must remain in place until April 30, 2012.