



Reply to the Attention of: **DEP/OFAP/GH**

JAN - 3 2007

MEMORANDUM FOR: AGENCY SAFETY AND HEALTH MANAGERS

FROM: *Richard E. Fairfax*
RICHARD E. FAIRFAX, Director
Directorate of Enforcement Programs

SUBJECT: Reminder to Complete OSHA's Form 300A, Summary of Work Related Injuries and Illnesses, for Calendar Year 2006

This is a reminder to all federal agencies that it is time to complete the annual summary of work related injuries and illnesses for each workplace establishment. On January 1, 2005, the Department of Labor's Occupational Safety and Health Administration (OSHA) issued new requirements for the recording and reporting of work-related injuries and illnesses for federal agencies. Under the requirements contained in 29 CFR 1904, federal agencies are using the same injury and illness recordkeeping forms that the private sector employers are required to use. These forms are maintained by calendar year. Below are basic elements regarding the preparation of your agency annual summary.

Review OSHA's Form 300, Log of Work-Related Injuries and Illnesses:

Each establishment's designated preparer is to extensively review the OSHA 300 Log to make sure it is accurate and complete.

Total Entries:

The Agency Reporting official should:

- Total entries for each column on OSHA's Form 300
- Transfer column totals to OSHA Form 300A, Summary of Work-Related Injuries and Illnesses
- Enter on the OSHA 300A summary form the:
 1. Calendar year covered,
 2. Name and address of the establishment,
 3. Industry description and SIC or NAICS code most closely associated with the establishment,
 4. Average number of employees on the establishment's payroll for the calendar year (including volunteers), and
 5. The total hours worked by the covered employees.

If there were no recordable cases at the establishment for the calendar year, enter zero as the total for each column of the OSHA Form 300, Log of Work-Related Injuries and Illnesses. If a summary form other than the OSHA 300A is used, as permitted by paragraph 1904.29(b)(4), the alternate form must contain the same information as the OSHA 300A form and include identical statements concerning employee access to the Form 300 and OSHA 301 forms or equivalent, and employer penalties for falsifying the document.

Certification

The highest ranking official working at each establishment must sign the OSHA Form 300A to certify its accuracy and completeness.

Posting

The OSHA 300A Summary of Work-Related Injuries and Illnesses must be posted no later than February 1, 2007 and remain posted until April 30, 2007 in a conspicuous place where notices are customarily posted. The employer must ensure that the summary is not defaced or altered during the three month posting period.

If additional assistance is needed in preparing your 2006 300A Summary, visit our website:

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=FEDERAL_REGIS TER&p_id=18264, or contact the Office of Federal Agency Programs (OFAP) at 202-693-2122.