

A REMINDER FROM EMILCOTT:

Employers to Post Injury/Illness Summaries February 1 - April 30, 2010

Starting February 1 and continuing until April 30, 2010, employers must post a summary of the total number of job-related injuries and illnesses that occurred in 2009. This is required by the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA). **This Summary must be certified and signed by a company executive that the totals are correct.**

Please note:

- Employers are only required to post the Summary (OSHA Form 300A) -- not the OSHA 300 Log
- The summary must list the total numbers of job-related injuries and illnesses that occurred in 2009 and were logged on the OSHA 300 form.
- Employment information about the annual average number of employees and total hours worked during the calendar year is also required to assist in calculating incidence rates.
- Companies with no recordable injuries or illnesses in 2009 must post the form with zeros on the total line
- The Summary form is to be displayed in a common area wherever notices to employees are usually posted
- Employers must make a copy of the summary available to employees who move from worksite to worksite, such as construction workers, and employees who do not report to any fixed establishment on a regular basis.

**If you have any questions or need additional information,
please give us a call**

