

*Loss*

*Control*

# Information Bulletin

## **OSHA Injury and Illness Posting**

February 1 is the start of the three-month period during which employers are *required* to post their summary of work-related injuries and illnesses from 2010. **OSHA Form 300A** is available online from Farmers Loss Control, Fed OSHA, or your State OSHA office. The OSHA Log is an overview of the type and severity of workplace injuries and illnesses. With some exceptions (see note below), employers must post the log in a visible area from Feb. 1 through April 30.

Employers must report the number of injuries each year, **even if no work-related injuries or illnesses occurred**. In such cases, post the summary with zeroes across the total lines. For workplaces that experienced injuries and illnesses, the log must include their nature, severity and the number of days the employee missed work due to the injury or illness.

*Employees, former employees and their representatives have a right to review the log in its entirety at any time.*

For more information, go to the Federal OSHA site at:

[http://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&part\\_number=1904](http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&part_number=1904)

Or visit your State Plan website:

<http://www.osha.gov/dcsp/osp/index.html>

## **Who should post the log?**

Companies that **employ more than 10 workers** are *required* to keep an illness and injuries record. If your company presently has 10 employees but had more than 10 at one point during the last calendar year you are required to keep an injury and illness record. Other businesses classified in a specific low hazard retail, service, finance, insurance or real estate industry listed in the OSHA website are not required to post the log unless directed by OSHA to do so.

[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=12791](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12791)