

Posted: January 20, 2010

## **South Carolina OSHA Reminds Employers to Post Injury/Illness Summaries Beginning February 1**

Beginning February 1, employers must post a summary of the total number of job-related injuries and illnesses that occurred last year. According to LLR' Office of Occupational Safety and Health (OSHA), employers are only required to post the Summary (OSHA Form 300A) -- not the OSHA 300 Log -- from Feb.1 to Apr. 30, 2010.

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 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. All establishment summaries must be certified by a company executive.

The 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.

Employers with ten or fewer employees and employers in certain industry groups are normally exempt from OSHA injury and illness recordkeeping and posting requirements. A complete list of exempt industries in the retail, services, finance and real estate sectors is posted on federal OSHA's Web site.

Exempted employers may still be selected by LLR's Bureau of Labor Statistics section to participate in an annual statistical survey. All employers covered by OSHA need to comply with safety and health standards and must report verbally within eight hours to South Carolina OSHA all accidents that result in one or more fatalities or in the hospitalization of three or more employees.

Copies of the OSHA Forms 300, 300A and 301 are available on the [OSHA Recordkeeping Webpage](#) in either Adobe PDF or Microsoft Excel Spreadsheet format.