

OSHA 300-A Posting Period (Feb 1-Apr 30)

All employers required to keep Form 300, the Injury and Illness Log, must post Form 300A, the annual summary of job-related injuries and illnesses, in a workplace common area by **Feb. 1, 2017**.

This year's summary must include the total number of job-related injuries and illnesses that occurred in 2016.

Form 300A reports a business's total number of fatalities, missed workdays, job transfers or restrictions, and injuries and illnesses as recorded on Form 300. It also includes the number of employees and the hours they worked for the year.

If there were no recordable injuries or illnesses, a company must still post the form, with zeroes on the appropriate lines.

The final rule takes effect Jan. 1, 2017, and reporting requirements will be phased in over two years, as follows:

Establishments with 250 or more employees must begin submitting information from Form 300A by July 1, 2017, and must submit information from all forms (300A, 300, and 301) by July 1, 2018. Beginning in 2019 and every year thereafter, the information must be submitted by March 2.

Establishments with 20-249 employees in certain high-risk industries must begin submitting information from Form 300A by July 1, 2017, and again by July 1, 2018. Beginning in 2019 and every year thereafter, the information must be submitted by March 2.