

LEGAL UPDATE

OSHA Form 300A Posting Requirements Begin Feb. 1

The Occupational Safety and Health Administration (OSHA) requires employers subject to its recordkeeping requirements to post copies of their [OSHA Form 300A](#) between **Feb. 1 and April 30** of each year.

The OSHA Form 300A, also known as the “Summary of Work-related Injuries and Illnesses,” must be completed by Feb. 1 using data from the previous calendar year.

As a reminder, OSHA’s recordkeeping requirement does not apply to employers with 10 or fewer employees, or to employers that are in a [partially exempt industry](#).

Severe Injury Reporting

Employers must report any worker fatality within eight hours and any amputation, loss of an eye or hospitalization of a worker within 24 hours. For all COVID-19 related illnesses the [emergency temporary standard](#) provides the reporting time frames for when to report a death or inpatient hospitalization.

Employer Action Steps

On **Feb. 1**, employers subject to OSHA recordkeeping requirements must ensure that copies of their completed Forms 300A are posted in each of their establishments. The form must be displayed in a conspicuous place or places where notices to employees are customarily posted.

Until **April 30**, these employers must also ensure that their Form 300A postings remain in place and are not altered, defaced or covered by other material.

Highlights

- ☑ Employers must post their OSHA 300A for the 2021 calendar year by Feb. 1, 2022.
- ☑ The form must remain on display until April 30.
- ☑ Employers subject to OSHA’s electronic reporting requirement will need to submit information from their OSHA 300A form by March 2.
- ☑ OSHA has granted an exception for establishments that are completely vacant because of the COVID-19 pandemic.

Annual summaries must be posted in each establishment in a conspicuous place or places where notices are customarily posted.