



All companies that had ten (10) or more employees at any time during the last year are reminded of the OSHA requirements for recording and posting of injuries and illnesses for the past year. This is a requirement of OSHA with penalties for failure to maintain.

The forms required are an OSHA 300 form and OSHA 300A form. All injuries and illnesses should be recorded using an OSHA 300 form. This form is the log of work related injuries and illnesses. This form will record names of employees, location of incident and circumstances of injury/illness. This will also include days away from work or days of restricted activity.

The OSHA 300A form will be used as a summary of work related injuries and illnesses. This form will capture information from the OSHA 300 Log and will include business name, business classification, number of employees with number of employee hours worked. This summary form is to be signed by a Company Executive and posted. This Summary Form is to be posted by February 1, 2011 and is to stay posted until April 30, 2011.

Also OSHA 300 Forms and OSHA 300A Forms are to be kept in your records for five years.

If you have any questions regarding these forms or their completion contact Surge at 603-623-0007.