



It's Time to Post Your 2010 OSHA Summaries

January 14, 2011

Dear Client:

According to Occupational Safety and Health Administration (OSHA) Recordkeeping Guidelines, a current **OSHA Summary must be posted in your workplace location(s) annually by February 1**. The Summary, Form 300-A, must be posted in a conspicuous place where all employees of the company may have access to review it if they choose to do so. Prior to posting, the Summary must be reviewed/certified, and then signed according to the guidelines below.

Your Responsibilities as the On-Site Employer

- **OSHA Log and Summary**: SCI automatically generates the OSHA Log and Summary for all of our Clients that report Workers' Compensation claims. To obtain instructions to run the reports independently, access Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Resources → Safety/Loss Control Resources → OSHA Resources → OSHA Log and Summary Retrieval Instructions. For more information about OSHA Recordkeeping and the OSHA Log, visit: www.osha.gov/recordkeeping/index.html.
- **Certification**: A company executive must certify that he or she has examined the OSHA 300 Log and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.
 - The company executive who certifies the log must be one of the following persons:
 - An owner of the company;
 - An officer of the corporation;
 - The highest ranking company official working at the establishment; or
 - The immediate supervisor of the highest ranking company official working at the establishment.
- **Posting**: You must post a copy of only the annual summary in each establishment in a conspicuous place or places where notices to employees are customarily posted. You must ensure that the posted annual summary is not altered, defaced or covered by other material. *You must post the summary no later than February 1 of the year following the year covered by the records and keep the posting in place until April 30.*
- **Retention**: You must save the OSHA 300 Log, the annual summary, and the OSHA 301 Forms or the equivalent SCI form #1020-Incident Investigation Report form for five (5) years following the end of the calendar year that these records cover.
- **OSHA Part 1904**: When an authorized government representative asks for the records you keep under OSHA Part 1904, you must provide copies of the records within four (4) business hours.
 - The government representatives authorized to receive the records are:
 - A representative of the Secretary of Labor conducting an inspection or investigation under the Act;
 - A representative of the Secretary of Health and Human Services (including the National Institute for Occupational Safety and Health – NIOSH) conducting an investigation under section 20(b) of the Act; and/or
 - A representative of a State agency responsible for administering a State plan approved by OSHA.

SCI Operations Centers

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Dothan • 220 Healthwest Dr., Suite 3, Dothan, AL 36303 • 800.755.6722 **Los Angeles** • 800.932.4610 ext. 2661
Orlando • 5367 Conroy Road, Suite 300, Orlando, FL 32811 • 866.370.4211 **Tampa** • 4224 W. Henderson Blvd., Tampa, FL 33629 • 800.932.4610
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SCI's Safety Resources and Assistance Available to Clients

SCI has an abundance of Safety and Loss Control Resources available to Clients via Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Resources → Safety/Loss Control Resources. The information includes:

- Safety Program Templates
- Safety Handouts
- Safety Checklists
- Target Industries (including, but not limited to, Manufacturing, Golf & Country Clubs, Construction and General Industry)
- Online Resources
- OSHA Resources

You may also contact your assigned SCI Professional with any questions concerning access to your OSHA information, Safety Resource information or for any Safety or Loss Control matters.

All content in this notice is based on current information and supersedes previous communications regarding this topic. If you have any questions or concerns, please contact your assigned SCI Professional.

Sincerely,

SCI Companies