



## **Posting the 2011 OSHA Summary**

January 19, 2012

Dear Client:

According to Occupational Safety and Health Administration (OSHA) Recordkeeping Guidelines, a current **OSHA Summary** (not the OSHA 300 Log) must be posted in your workplace location(s) annually by February 1<sup>ST</sup> until April 30<sup>th</sup>. The Summary, Form 300-A, must be posted in a visible location accessible to all employees in each establishment or site. Form 300-A reports the total number of job-related injuries and illnesses, number of deaths, missed workdays and job transfers or restrictions that occurred in the previous year. Companies with no recordable injuries or illnesses in 2011 must post the form with zeros on the total line.

### **Employer's Responsibilities regarding the Annual Summary**

- *Posting:* The Annual Summary (Form 300-A) must be posted in an area where it can not be altered, defaced or covered by other material. Employers can also distribute copies of the summary to employees who move from worksite to worksite, such as construction workers, and employees who do not report to a fixed location on a regular basis.
- *Certification:* Prior to posting, the Annual Summary must be reviewed by a company executive certifying that he or she has examined the report and has reasonable belief that the Annual Summary is correct and complete, based on their knowledge of how the information was recorded. OSHA implements the "senior management accountability" requirement to ensure the integrity and accuracy of the report. Four specific management positions are identified to serve as "company executive" for purposes of certifying the Annual Summary.
  - 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.

### **Employer's Responsibilities regarding OSHA Reports**

*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](http://www.osha.gov/recordkeeping/index.html).

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#### **SCI Operations Centers**

**Corporate Office – Atlanta** • 2435 Tech Center Parkway, Lawrenceville, GA 30043 • 800.444.6211  
**Chicago** • 1420 Kensington Road, Suite 114, Oak Brook, IL 60523 • 800.750.1932    **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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- *Retention:* Employers 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 kept under OSHA Part 1904, Employers 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'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 → Risk Management 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