

How to Complete Your Summary of Work-Related Injuries and Illnesses: OSHA 300A Form

START

Did You Know?
You can use myKPAonline.com to pull your organization's injury and illness information. Otherwise, follow the steps below.

Reminder
Even if you had no "OSHA recordables" during the calendar year 2018, you must fill out this form — just denote zeroes in each category.

1

Add up the totals for the entire calendar year in each recordable category from your OSHA Form 300. Record the totals on the 300A Form on the "Number of Cases," "Number of Days," and "Injury and Illness Types" lines.

Reminder
OSHA defines an establishment as a single physical location where business is conducted or where services or industrial operations are performed.

2

Fill out the establishment information section with your organization's name, address, industry description, and NAICS code.

Reminder
Be sure to include ALL employees for this section. This includes: full-time, part-time, salaried, hourly, and seasonal employees.

3

Calculate the average number of employees you employed during the year and fill in the "Annual average number of employee" section under "employment information" on the 300A.

Reminder
Do not include vacation time, PTO, or sick leave.

4

Calculate the total hours worked by all employees during the calendar year.

Reminder
The company executive must be an owner of the company, an officer of the corporation, the highest-ranking official at the establishment, OR the immediate supervisor of the highest-ranking company official.

5

Have a company executive complete the signature section to certify that the 300A is correct, accurate, and complete.

Reminder
Be sure to include ALL employees for this section. This includes: full-time, part-time, salaried, hourly, and seasonal employees.

6

Post the completed 300A form from February 1st to April 30th in a conspicuous location that is visible to all employees.

FINISH