

[Affirmative
Action Programs](#)

[Background
Checking](#)

[Drug and
Alcohol Testing
Policies](#)

[Employee
Handbooks](#)

[Employee and
Supervisory
Training](#)

[Hire By Design](#)

[HR Audits](#)

[Job Descriptions](#)

[Labor Relations](#)

[Managed
Separations](#)

[On-Site Director
of HR](#)

[Performance
Appraisal
Programs](#)

[Personnel
Forms](#)

[Public Sector
HR Consulting](#)

[Recruiting and
Hiring Programs](#)

[Safety Programs](#)

[Unemployment
Insurance
Claims and
Hearings](#)

[Wage & Salary](#)

[Workers' Comp](#)



Did You Know...

Beginning February 1st, the *OSHA Form 300A* needs to be posted?

Employer Risks and Exposures

OSHA requires covered employers to document each work-related injury and illness that occurs during the year on an *OSHA Form 300 Log of Work-Related Injuries and Illnesses*. At the end of the calendar year, covered employers must complete an *OSHA Form 300A Summary of Work-Related Injuries and Illnesses*. The *OSHA Form 300A* provides a summary of the total number of work-related injuries and illnesses that have been recorded on the *OSHA Form 300* throughout the year. A separate *OSHA Form 300* and *OSHA Form 300A* must be completed for each work site that is expected to be in operation for one year or longer. The *OSHA Form 300A* for calendar year 2005 must be conspicuously **posted** at each work site **from February 1 to April 30, 2006**.

Organizations with ten or fewer employees during all of 2005 and certain low-hazard industries (e.g., many retail, service, finance, insurance, and real estate companies) are exempt from OSHA's general recordkeeping requirements. These organizations do not have to complete or post these forms unless otherwise notified by the Bureau of Labor Statistics or OSHA.

Covered employers that fail to complete or properly maintain the required OSHA forms can receive penalties ranging from \$1,000 - \$7,000 (up to \$10,000 for willful violations).

Avoiding Disaster

If your organization is a covered employer, verify that each recordable work-related injury and illness that occurred in 2005 has been documented on the *OSHA Form 300*. Use the information from *OSHA Form 300* to complete the *OSHA Form 300A*. Have an executive examine and sign the form to certify that all information is true and complete. Post the *OSHA Form 300A* at each work site in a common area where employee notices are usually displayed beginning February 1st. Post the form even if there were no recordable injuries or illnesses in 2005 by placing zeros on the total line. A copy of the form should be made available to employees who do not report to any fixed work site or who travel

from work site to work site. **Do not post the OSHA Form 300** because it indicates confidential employee medical information.

To determine if your organization is exempt from OSHA's general recordkeeping requirements, check the attached list of exempt industries listed by Standard Industrial Classification (SIC) Code.

For assistance in completing the OSHA Form 300A or for more information about OSHA's recordkeeping requirements, call AMTEK's Human Resource Hot Line at 1.800.457.8829.

This HR eNews is not intended to render legal advice but is meant for general informational purposes only.

Copyright © 2006 by AMTEK Management Services Corp., East Syracuse, New York

HR eNews dated 1/25/06