

# BREAKING NEWS



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**For Immediate Release**  
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## **Ca/ OSHA Recordkeeping Reminder: Post Ca/ OSHA Form 300A**

**February 8, 2012** - Beginning February 1 and through April 30, 2012, certain employers are required to post the Cal/OSHA Form 300A annual summary log of injuries and illnesses which occurred in 2011. Even if there were no recordable injuries or illnesses during the year, employers are still required post the summary with zero values appearing in the total line. This posting requirement applies to affected employers who had 10 or more employees in 2011 and do not fall within the partially exempt industries.

### **How can employers determine if they are exempt?**

OSHA uses the Standard Industrial Classification (SIC) Code to determine which establishments must keep records. Employers can search for SIC Codes by keywords or by four-digit SIC to retrieve descriptive information of specific SICs in OSHA's online Standard Industrial Classification Search, available on OSHA's website at:  
<http://www.osha.gov/pls/imis/sicsearch.html>.

Establishments classified in the following SICs are exempt from most of the recordkeeping requirements, regardless of size unless OSHA or the Bureau of Labor Statistics informs you in writing that you must keep records.

### **PARTIALLY EXEMPT INDUSTRIES IN CALIFORNIA**

SIC Code	Industry Description	SIC Code	Industry Description
525	Hardware Stores	731	Advertising Services
542	Meat and Fish Markets	732	Credit Reporting and Collection Services
544	Candy, Nut, and Confectionery Stores	733	Mailing, Reproduction and Stenographic Services
545	Dairy Products Stores		
546	Retail Bakeries	737	Computer and Data Processing Services
549	Miscellaneous Food stores	738	Miscellaneous Business Services
551	New and Used car Dealers	764	Reupholstery and Furniture Repair
552	Used Car Dealers	782	Motion Picture Distribution and Allied Services
554	Gasoline Service Stations		
557	Motorcycle Dealers	783	Motion Pictures Theaters
56	Apparel and Accessory Stores	784	Video Tape Rental
573	Radio, Television, and Computer Stores	791	Dance Studios, Schools, and Halls
58	Eating and Drinking Places	792	Producers, Orchestras, Entertainers
591	Drug Stores and Proprietary Stores	793	Bowling Centers
592	Liquor Stores	801	Offices and Clinics of Medical Doctors

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594	Miscellaneous Shopping Goods Stores	802	Offices and Clinics of Dentists
599	Retail Stores, Not Elsewhere Classified	803	Offices of Osteopathic
60	Depository Institutions (banks and savings institutions)	804	Offices of Other Health Practitioners
61	Nondepository	807	Medical and Dental Laboratories
62	Security and Commodity Brokers	809	Health and Allied Services, Not Elsewhere Classified
63	Insurance Carriers	81	Legal Services
64	Insurance Agents, Brokers and Services	82	Educational Services (schools, colleges, universities and libraries)
653	Real Estate Agents and Managers	832	Individual and Family Services
654	Title Abstract Offices	835	Child Day Care Services
67	Holding and Other Investment Offices	839	Social Services, Not Elsewhere Classified
722	Photographic Studios, Portrait	841	Museums and Art Galleries
723	Beauty Shops	86	Membership Organizations
724	Barber Shops	87	Engineering, Accounting, Research, Management, and Related Services
725	Shoe Repair and Shoeshine Parlors	899	Services, Not Elsewhere Classified
726	Funeral Service and Crematories		
729	Miscellaneous Personal Services		

### Requirements for non-exempt employers

Employers not exempt from OSHA's recordkeeping requirements must prepare and maintain records of work-related injuries and illnesses. Review the following website to see exactly which cases to record:

<http://www.dir.ca.gov/t8/ch7sb1a2.html>.

- Use the Log of Work-Related Injuries and Illnesses (Form 300) to list injuries and illnesses and track days away from work, restricted or transferred.
- Use the Injury and Illness Report (Form 301) to record supplementary information about recordable cases. A workers' compensation or insurance form may be used if it contains the same information.
- Use the Summary (Form 300A) to show totals for the year in each category. The summary is posted from February 1 to April 30 of each year.

### Additional information on recordkeeping available:

Visit the following websites or call Jennifer Reyes (949-544-8482) or Jeff Hulson (858-550-4987) at Barney & Barney for assistance:

<http://www.dir.ca.gov/t8/ch7sb1a2.html>

<http://www.dir.ca.gov/DOSH/DoshReg/ApndxA300Final.pdf>

<http://www.dir.ca.gov/DOSH/DoshReg/ApndxB300AFinal.pdf>

<http://www.dir.ca.gov/DOSH/DoshReg/ApndxC301Final.pdf>

For more information and help understanding all recordkeeping requirements, visit: <http://www.californiaosha.info/>

### Workplace Posting Requirements

In California, all employers must meet workplace posting obligations. Workplace postings are usually available at no cost from the requiring agency. The Department of Industrial Relations requires employers to post information related to wages, hours and working conditions in an area frequented by employees where it may be easily read during the workday.

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Additional posting requirements apply to some workplaces. <http://www.dir.ca.gov/wpnodeb.html>

**Cal/OSHA publications are now available by download at:** <http://www.dir.ca.gov/dosh/puborder.asp>

As a reminder, ensure the information in the “Emergency Numbers” and the “Notice to Employees – Injuries Caused by Work” of the Labor Law Poster (Federal and State Employment Notices) are completely filled out. Missing information in these sections has proven to be a successful loophole used by applicant attorneys to allow employees to obtain medical treatment outside of the Medical Provider Network.

For more information on Barney & Barney’s online Risk Management Center, please visit:

<https://rmc.barneyandbarney.com>

**For questions, please contact:**

Barney & Barney’s Risk and Loss Advisors Team  
800-321-4696

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Barney & Barney LLC is a California based privately held risk management and insurance brokerage firm providing solutions, services and products in commercial property and casualty insurance, employee benefits, workers' compensation, executive personal lines, and surety for the past 100 years. The firm also offers value added services in alternative risk financing, business continuity and loss control.