

Cal/OSHA Compliance Reminder

Injury/Illness Summary (Form 300A)

Must Be Posted Starting February 1

Is my hospital required to post the Form 300 beginning February 1?

If your hospital had 10 or fewer employees at all times during the last calendar year, your hospital does not need to keep Cal/OSHA injury and illness records. However, if at any point and time during the year you exceeded 10 employees, you would need to post the summary. Corporations must count everyone as an employee, even owners.

Employers are responsible for providing a safe and healthful workplace for their employees. The role of the federal Occupational Safety and Health Administration (OSHA) is to assure the safety and health of U.S. workers by setting and enforcing standards; providing training, outreach and education; establishing partnerships; and encouraging continual improvement in workplace safety and health.

OSHA or the U.S. Bureau of Labor Statistics may require you to participate in a random survey to provide records as detailed in the provisions of [Section 14300.41](#) or [Section 14300.42](#).

Form 300- Must be maintained and not posted

The Form 300 is used to record, or log, all injuries and illnesses, except those that have been determined to be first aid only. The Form 300 is not posted because there may be employee privacy issues involved.

As an employer, you are not to include the employee's name for specific injuries or illnesses listed in [Section 14300.29\(b\)\(7\)](#), such as a needle stick contaminated with human blood, HIV infection, hepatitis, sexual assault and others. In addition, an employee suffering from an injury or illness not listed as a privacy issue may request that their name not be entered on the log.

Form 300A- Must be posted

Another form, the 300A, must be completed and posted beginning February 1 for hospitals and clinics with 10 or more employees. This form contains a summary of the total number of job-related injuries and illnesses that occurred during the previous year. Employers are required to post the summary (Form 300A) — not the Form 300 (Log) — from February 1 to April 30 of every year.

The summary must list the total number of job-related injuries and illnesses that occurred in the previous year and were logged on the Form 300 (Log). Employment information about the annual average number of employees and total hours worked during the calendar year also is required to assist in calculating incidence rates. Hospitals with no recordable injuries or illnesses in the previous year must post the summary with zeros on the "total" line. A hospital owner/manager must certify all establishment summaries.

The form is to be displayed in a common area where notices to employees usually are posted.

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These forms need to be maintained for a minimum of five years, and you must update the log for that period of time if the extent or outcome of the injury or illness changes.

More Information/Forms

For more information on Form 300 filing and posting requirements and copies of the OSHA Forms 300, 300A and 301 are available as part of the [on-line regulatory guide](#) from the CVMA.

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