

OSHA Log Summary Reminder – Feb. 1 Deadline

It's that time of year: Feb. 1 marks the deadline for you to tabulate your annual OSHA Log Summary (OSHA Form 300A) and post it in a common area wherever notices to employees are usually posted.

The summary must list the total number of job-related injuries and illnesses that occurred in calendar year 2012 and logged on the OSHA 300 Form. And don't forget to leave the Summary posted until April 30, 2013.

Reporting is as easy as 1, 2, 3!

If you've been logging your recordable incidents throughout the year, creating the OSHA Form 300 (Log of Work-Related Injuries and Illnesses) and OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) are a snap.

1. Open your www.lutgertinsurance.com site to access your full OSHA reporting and analysis capabilities.
2. From the site's home page, select **Forms** to open the OSHA Forms page.
3. Simply select the form or forms, the division and the year of the form you wish to create. Select **Create Forms** and a printable PDF file of the form you selected will be created.

Please Note: OSHA may request the current year's Log of Work-Related Injuries and Illnesses, and up to five previous years' worth of logs.

Certifying your form

Before your 300A form is complete, it needs to be signed by a company executive to certify that he or she has examined the form and reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

Who does OSHA consider a company executive?

- An owner of the company (only if the company is a sole proprietorship or partnership)
- An officer of the corporation
- The highest ranking company official working at the establishment
- The immediate supervisor of the highest ranking company official working at the establishment

If you need additional assistance, have questions about recordability, or would like to compare your loss performance trends against national benchmarking data per SIC code, contact us today at 239-262-7171 for more information.

Provided by: Lutgert Insurance 1395 Panther Lane Naples, FL 34109 ☐

239-262-7171 ☐☐ www.lutgertinsurance.com

© 2010, 2012 Zywave, Inc. All rights reserved.