

**Department of Labor and Industrial Relations
Hawaii Occupational Safety and Health (HIOSH)**

**REMINDER TO EMPLOYERS TO POST THE OSHA FORM 300A
(Summary of Work-Related Injuries & Illnesses)**

February 1, 2010 – April 30, 2010

Employers of establishments, who were required to keep records of occupational injuries and illnesses in **2009** [See Occupational Safety and Health Standards, Chapter 52.1 Recording and Reporting Occupational Injuries and Illnesses <http://hawaii.gov/labor/hiosh/pdf/standards/amend2/12-52.1.pdf>], are reminded to do the following:

- **Review** each establishment's OSHA Form 300 (Log of Work-Related Injuries & Illnesses) for completeness and accuracy and close them out.
- **Complete** OSHA Form 300A. Use the worksheet to calculate the average number of employees and the total hours worked by all employees. Companies with no recordable injuries or illnesses in 2008 must post the form with zeros on the total line.
- **Ensure** that the OSHA Form 300A is certified and signed by the owner, an officer of the corporation, the highest ranking company official at the establishment, or the immediate supervisor of that person.
- **Post** the OSHA Form 300A from **February 1, 2010 until April 30, 2010** in a common area wherever notices to employees are usually displayed.

What is the benefit of recordkeeping for employers and employees?

This recordkeeping requirement is a means to store factual information about certain accidents and related injuries and illnesses that have happened. When the facts have been determined, causes can often be identified, and control procedures can be instituted to prevent similar occurrences from happening. Information about the annual average number of employees and total hours worked during the calendar year on the form assist in calculating incidence rates. This can serve as a valuable teaching, learning and managing tool for owners, managers and employees.

Where can I find information on the recordkeeping requirements?

Check the HIOSH web site at http://hawaii.gov/labor/hiosh/record_keeping.shtml for information on the Recordkeeping Rule. OSHA has also made available The OSHA Recordkeeping Handbook on their website <http://www.osha.gov/recordkeeping/index.html>. This handbook was designed to answer recordkeeping questions raised by employers, employees, and

members of OSHA who are familiar with the basic requirements of the rule but wish to obtain additional information on specific recordkeeping issues.

Since Hawaii has its own state plan for occupational safety and health, Hawaii employers should refer to the “Non-Mandatory Appendix A to Subpart B – Partially Exempt Industries” found on the HIOSH website at: http://hawaii.gov/labor/hiosh/exmpt_ind.htm. Hawaii’s employers should not use the “Non-Mandatory Appendix A to Subpart B – Partially Exempt Industries” found in The OSHA Recordkeeping Handbook and the OSHA website www.osha.gov.

Do I need to fill out the OSHA Form 300A?

If your company, including all its various establishments and locations, had 10 or less employees at all times in calendar year 2009, you do **not** have to maintain injury and illness records, **unless** you were informed in writing by the U.S. Department of Labor, Bureau of Labor Statistics or the Occupational Safety and Health Divisions to participate in an annual statistical survey.

In addition, the “Non-Mandatory Appendix A to Subpart B – Partially Exempt Industries,” (on the HIOSH website at http://hawaii.gov/labor/hiosh/exmpt_ind.htm lists industries that do not need to keep injury and illness records, unless instructed to do so.

Note: If you need to convert from the North American Industry Classification System (NAICS) codes to the Standard Industrial Classification (SIC) codes, go to: <http://www.osha.gov/oshstats/naics-manual.html>. [Appendix A above lists the SIC codes of the exempt industries.]

Where can I obtain the OSHA Form 300A?

Copies of the form in Adobe PDF or Microsoft Excel XLS spreadsheet format can be downloaded from the OSHA home page at: <http://www.osha.gov/recordkeeping/RKforms.html>

If you have any questions, please call the HIOSH Consultation and Training Branch at 808-586-9100.