

**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, 2007 – April 30, 2007

Employers of establishments, who were required to keep records of occupational injuries and illnesses in **2006**, 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 2006 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, 2007 until April 30, 2007** in a common area wherever notices to employees are usually displayed.

***NOTE:** HIOSH recordkeeping 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. This can serve as a valuable teaching and learning 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>

Hawaii employers should refer to the “Non-Mandatory Appendix A to Subpart B – Partially Exempt Industries” rather than the Appendix in the Handbook or the OSHA website. The appendix can be found at: http://hawaii.gov/labor/hiosh/exmpt_ind.htm

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

If your company, including all its establishments, had 10 or less employees at all times in calendar year 2006, 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 to participate in an annual statistical survey.

In addition, the “Non-Mandatory Appendix A to Subpart B – Partially Exempt Industries,” (on the HIOSH website) lists industries that do not need to keep injury and illness records, unless instructed to do so.

Note: To convert the Standard Industrial Classification (SIC) codes to the North American Industry Classification System (NAICS) code, go to:

<http://www.osha.gov/oshstats/naics-manual.html>

Where can I obtain the form?

Copies of the form can be downloaded from the OSHA home page at: www.osha.gov

Click on Publications under “Newsroom”, or go to the HIOSH website at:
<http://hawaii.gov/labor/hiosh/pdf/recordkeeping/form300A.pdf>

The form can also be requested by calling HIOSH at (808) 586-9086 or the neighbor island District Offices of the Department of Labor and Industrial Relations in Hilo, Kona, Wailuku, and Lihue.

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