

## California Recordkeeping

### Annual Summary of Work-related Injuries and Illnesses

#### Post Your Annual Summary February 1 and Keep In Place Until April 30

At the end of each calendar year, you must:

- Review the Cal/OSHA Form 300 to verify that the entries are complete and accurate, and correct any identified deficiencies;
- Create a Cal/OSHA Form 300A Annual Summary of Work-related Injuries and Illnesses from the injuries and illnesses recorded on the Cal/OSHA Form 300;
- Certify the annual summary; and
- Post the annual summary.

You must review the entries to make sure that they are complete and correct. A company executive must certify that he or she has examined the Cal/OSHA Form 300 (OSHA Log) and that he or she reasonably believes that the annual summary (Form 300A) is correct and complete.

The company executive who certifies the log must be one of the following persons:

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

You must post a copy of the annual summary in each establishment in a conspicuous place or places where notices to employees are customarily posted. You must ensure that the posted annual summary is not altered, defaced or covered by other material.

Employers are required to present or mail the annual summary to each employee who receives pay during the February through April posting period and do not report at least weekly to a location where the annual summary is posted.

You maybe exempt from the Cal OSHA Recordkeeping requirements, see the Loss Control Bulletin Recordkeeping Exemptions

**You Can Request Cal OSHA Logs From Your CompWest Loss Control Consultant  
or The Forms Can Be Downloaded From  
<http://www.caloshareu.com/oshalog300/html/index.htm>**