

Recordkeeping - OSHA Log Post the Annual Summary

When do I have to post the annual summary? You must post the summary from February 1 of the year following the year covered by the records and keep the posting in place until April 30.

Basic requirement

At the end of each calendar year, you must:

- Review the OSHA 300 Log to verify that the entries are complete and accurate, and correct any deficiencies identified
- Create an annual summary of the recorded injuries and illnesses on the OSHA 300 Log
- Certify the summary
- Post the annual summary

FAQ's

How extensively do I have to review the OSHA 300 Log entries at the end of the year? You must review the entries as extensively as necessary to make sure that they are complete and correct.

How do I certify the annual summary? A company executive must certify that he or she has examined the OSHA 300 Log and that he or she 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 is considered a company executive? The company executive who certifies the log must be one of the following persons:

- 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; or
- The immediate supervisor of the highest ranking company official working at the establishment.

How do I post the annual summary? 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.

What must be done for employees who do not normally report at least weekly to a location where the annual summary is posted for the establishment at which they work?

Employers are required to present or mail the annual summary to each employee who receives pay during the February through April posting period who does not normally report at least weekly to a location where the annual summary is posted for the establishment to which they are linked for recordkeeping purposes.

**If You Have Any Questions or Need Assistance
Contact Your CompWest Loss Control Consultant**