



## Posting Requirements of OSHA Annual Injury Log

In accordance with OSHA's record-keeping regulations, roofing contractors with 10 or more employees are required to record all Annual work-related deaths, injuries and illnesses of their employees on OSHA Form 300 and to post Form 300A - Summary Log of Work-Related Injuries and Illnesses at their shop from **February 1 through April 30** of the preceding year. Please make note of the required posting duration requirements.

Employers must record all work-related injuries that result in an employee(s) missing work; being put on restricted work; requiring transfer to another job duty; losing consciousness or requiring medical treatment beyond first-aid. Please note further that where a work related injury or illness results in the death of an employee or the hospitalization of 3 or more employees, OSHA must be notified within 8 hours by an appropriate company representative. Finally, the record keeping regulations also contain a number of changes all employers should be aware of. Most notably are;

1. OSHA has developed specific exemptions to the definition of **work-related** injury or illness. For more information on OSHA's record-keeping requirements, go to: <http://www.osha.gov/recordkeeping>
2. The revised rule requires employers count all calendar days of employees lost or restricted work time on the log. Under the old rule holidays, weekends, vacations, and days of temporary layoff were not counted as missed or restricted work time for injured employees.
3. The revised rule has a new privacy requirement prohibiting employers from entering an individual's name for certain types of injuries or illnesses (e.g. sexual assaults, HIV, mental illnesses, etc.)
4. The 300 and 300A Forms must now be certified by the signature of the company owner or a responsible senior executive.

Copies of OSHA Form 300, 300A and 301 can be obtained at OSHA's website <http://www.osha.gov/recordkeeping/RKforms.html>