



S A F E T Y

BULLETIN



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CONSTRUCTORS ASSOCIATION OF WESTERN PENNA.

Suggested Routing

- Company Management
- Field Supervision
- Safety Director/Coordinator

Safety Bulletin # 02 - 08
January 16, 2008

TO: CAWP/H2AP Members
FROM: Jason M. Koss, CSP, Director of Industry Relations
SUBJECT: OSHA RECORDKEEPING / POSTING

OSHA 300A FORM - COMPLETE & POST BY FEB 1

Contractors are required to post their year 2007 *OSHA 300A Form (Summary of Work-Related Injuries and Illnesses)* by **February 1, 2008 and keep it posted until April 30, 2008**. In the event of an OSHA inspection, failure to maintain and post the *OSHA 300A (Summary)* will likely result in an OSHA citation and fine. The following are some general requirements:

- The *OSHA 300A (Summary)* must list the total number of job-related injuries and illnesses that occurred in 2007 and were logged on the *OSHA 300 (Log)*.
- Employment information about annual average number of employees and total hours worked during the year is also required to assist in calculating incidence rates.
- Contractors with NO recordable injuries or illnesses in 2007 must post the *OSHA 300A (Summary)* with zeroes (0) on the total line.
- *OSHA 300A (Summary)* must be signed by a company executive.
- Contractors are required to post the *OSHA 300A (Summary)* for each project/establishment that is expected to be in operation for one year or longer.
- The *OSHA 300A (Summary)* must be posted in conspicuous places where notices to employees are customarily posted.
- Both the *OSHA 300A (Summary)* and the corresponding *OSHA 300 (Log)* must be kept for 5 years.

The attached *OSHA 300 (Log)*, *OSHA 300A (Summary)*, and *Worksheets* are provided for your use. All forms and instructions may be downloaded at www.osha.gov (on the right side of the screen) under: COMPLIANCE ASSISTANCE, subtitle RECORDKEEPING.

This Safety Bulletin and related forms may be downloaded at www.cawp.org under SAFETY. If you have any questions, please call the Association office at (412) 343-8000.

Attachments