

# Tips for Completing OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*

Use the Occupational Safety and Health Administration (OSHA) [Form 300A, Summary of Work-Related Injuries and Illnesses](#), to summarize the injuries and illnesses your organization experienced for the calendar year. A designated OSHA record-keeper (commonly a safety professional) completes this form using information from the [OSHA Form 300, Log of Work-Related Injuries and Illnesses](#).

This handout helps you complete the OSHA Form 300A. Be aware, even if you have zero injuries and illnesses documented on OSHA Form 300, you must complete and post the OSHA Form 300A!

## CALENDAR YEAR

Record the calendar year in the upper right corner of the OSHA Form 300A – this line is often overlooked when initially completing the form.

## NUMBER OF CASES, NUMBER OF DAYS, AND INJURY AND ILLNESS TYPES

Refer to OSHA Form 300, *Columns G–M*, and review the totals at the bottom of each column. Check the information in each column to ensure the numbers add up accurately. Realize you may have multiple pages for your Form 300, with several totals needing add together from these pages.

Copy the total number from each column on the Form 300 and add it to the respective column listed on the OSHA Form 300A, even if the number is zero. Double-check the numbers you transfer to the OSHA Form 300A. Consider having someone else make sure you transferred them accurately – a common error on OSHA Form 300A.

## ESTABLISHMENT INFORMATION

### Establishment name

Do not forget to complete your establishment information. Identify your full establishment name and address.

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types			
Total number of . . . (M)			
(1) Injuries	_____	(4) Poisonings	_____
(2) Skin disorders	_____	(5) Hearing loss	_____
(3) Respiratory conditions	_____	(6) All other illnesses	_____

The image shows a snapshot of OSHA Form 300A. Image retrieved from OSHA.

### Industry description

Briefly describe your organization's primary work activity. Identify either your Standard Industry Classification (SIC) or North American Industrial Classification System (NAICS) code. List the entire 4-digit SIC or 6-digit NAICS code<sup>1,2</sup> your organization uses. Be sure your organization's industry description aligns with whichever SIC or NAICS code you choose. Look up your NAICS code and associated description at the [United States Census Bureau](http://www.census.gov).

### Employment information

Calculate your organization's:

- Annual average number of employees
- Total hours worked by all employees last year

<b>Establishment Information</b>	
Your establishment name	_____
Street	_____
City	_____ State _____ ZIP _____
Industry description (e.g., Manufacture of motor truck trailers)	_____
Standard Industrial Classification (SIC), if known (e.g., 3715)	_____
OR	
North American Industrial Classification (NAICS), if known (e.g., 336212)	_____
<b>Employment Information</b> (If you don't have these figures, see the Worksheet on the back of this page to estimate.)	
Annual average number of employees	_____
Total hours worked by all employees last year	_____

The image shows a snapshot of OSHA Form 300A. Image retrieved from OSHA.

Reach out to your Human Resources

representative to help identify the figures

needed for the calculations. Gather information for the last calendar year:

- Total number of employees at your organization paid in all pay periods (be sure to include all full-time, part-time, temporary, seasonal, salaried, and hourly workers)
- Number of pay periods
- Number of full-time employees
- Number of hours worked and overtime hours for all employees:
  - Include hours for all full-time, part-time, temporary, seasonal, salaried, and hourly workers, as well as volunteers<sup>3,4</sup>
  - Do not include vacation, sick leave, holidays, or other non-work time

Estimate your data when you cannot gather specific information.

<sup>1</sup> NAICS uses a 6-digit coding system to identify and classify industries. The first two digits designate the sector, the third designates the subsector, the fourth designates the industry group, the fifth designates the NAICS industry, and the sixth designates the national industry.

<sup>2</sup> The Bureau of Labor Statistics does not always publish the full 6-digit NAICS code (this depends on the data they gather from the industries each year). Try to match the entire 6-digit NAICS code for your industry when you compare your injury and illness incidence rates against the industry average. If you cannot match all 6 digits, match 5. If you cannot match 5, match 4, and so on.

<sup>3</sup> [29 CFR 1960.73\(c\)](http://www.federalregister.gov) also requires federal agencies with recordable injuries and illnesses to volunteers to separately track the total number of hours worked by volunteers.

<sup>4</sup> According to 29 CFR 1960 regulations, federal agencies consider volunteers to be "employees." [OSHA 29 CFR 1904.31](http://www.federalregister.gov) requires you to record injuries and illnesses of "employees;" meaning you would include them when you calculate hours worked and overtime hours.

**Sign here**

**Knowingly falsifying this document may result in a fine.**

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

\_\_\_\_\_  
Company executive Title  
(\_\_\_\_\_) / /  
Phone Date

**SIGN HERE**

Have your highest-ranking official review and sign the OSHA Form 300A. Examples of high-ranking officials include Commanders, Directors, and Business Managers. When your leader signs the form, it ensures they are aware of your organization's workplace injuries and illnesses so they can take action to reduce them, if needed.

The image shows a snapshot of OSHA Form 300A. Image retrieved from OSHA at: <https://www.osha.gov/recordkeeping/new-osa300form1-1-04-FormsOnly.pdf>

### POSTING

Post your signed OSHA Form 300A from February 1 to April 30. It is a good idea to post this form in an area employees frequently congregate or visit, like a break room or safety bulletin board. If you have different departments, buildings, or other segregated work areas, consider posting copies of the OSHA Form 300A in each of these areas.

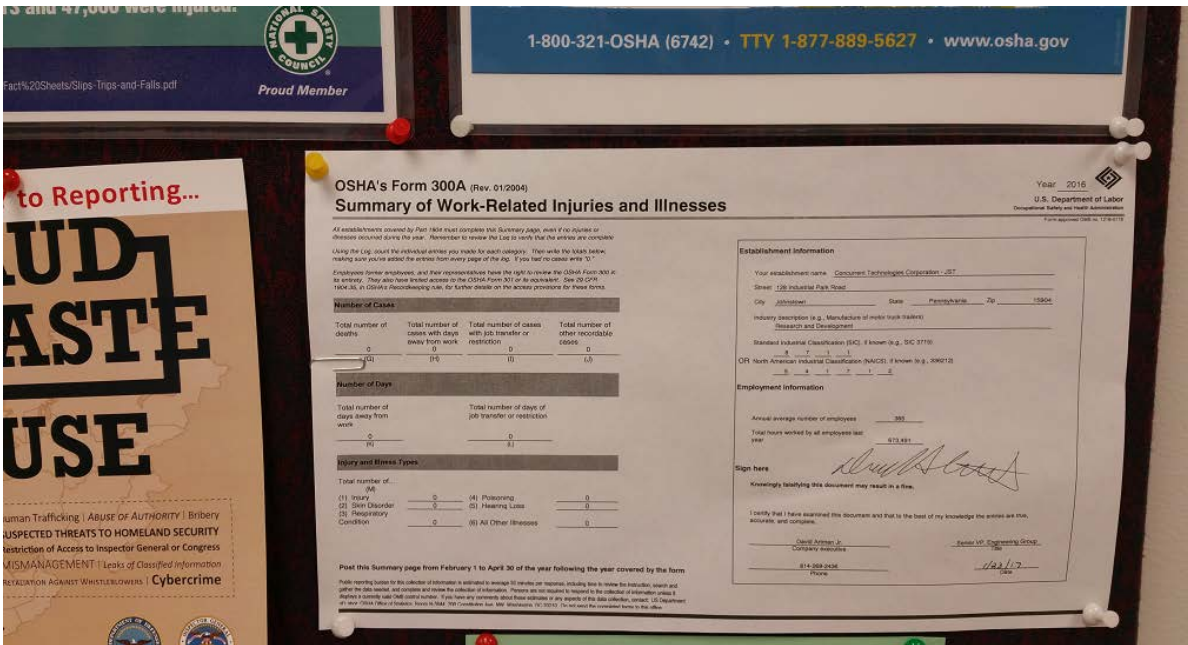


Image courtesy of CTC

For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://www.smscx.org/>.

