Year-end OSHA 300A checklist

Establishment _____ Year covered _____ Prepared by _____ Date _____

DONE	WHEN	TASK
☐	**By January 31**	Review every 300 Log entry for the year and correct anything missing or wrong (1904.32(a)(1)).
☐	**By January 31**	Total the columns; write 0 in any column with no cases. Complete the summary even if there were no cases.
☐	**By January 31**	Work out the annual average number of employees and total hours worked (worksheet below).
☐	**By January 31**	Copy the totals and establishment details onto the official OSHA Form 300A.
☐	**By February 1**	A company executive certifies the 300A: owner, corporate officer, highest ranking official on site, or that person's immediate supervisor.
☐	**February 1 to April 30**	Post the signed 300A where employee notices are usually posted, and keep it there, not altered or covered.
☐	**By March 2**	If required (20 to 249 employees in an appendix A industry, 250 or more, or 100 or more in an appendix B industry), submit through OSHA's Injury Tracking Application.
☐	**5 years**	Keep the 300 Log, privacy case list, 300A and 301s for 5 years after the end of the year they cover.

Average number of employees

Total employees paid in all pay periods _____ ÷ number of pay periods _____ = _____, rounded up = _____

Include full-time, part-time, temporary, seasonal, salaried and hourly. Do not divide W-2s by pay periods.

Total hours worked

Full-time employees ____ × hours each _____ + overtime and other workers' hours _____ = _____ (round up)

Hours actually worked: no vacation, sick leave or holidays.

Incidence rates (per 100 full-time workers)

TRIR = (G + H + I + J) _____ × 200,000 ÷ hours worked _____ = _____

DART = (H + I) _____ × 200,000 ÷ hours worked _____ = _____

200,000 hours = 100 employees working 40 hours a week for 50 weeks. Compare with BLS rates for your industry at bls.gov/iif.

Your dates for the year covered

YEAR COVERED	POST 300A BY	ITA SUBMISSION BY	REMOVE POSTING AFTER	KEEP RECORDS UNTIL
	February 1, _____	March 2, _____	April 30, _____	December 31, _____ (year + 5)