



# COMPLIANCE BULLETIN

## OSHA Form 300A Posting Requirements Begin Feb. 1

### HIGHLIGHTS

- Feb. 1 is the annual deadline for many employers to post their OSHA Forms 300A from the previous year.
- Forms 300A covering 2019 must be posted by Feb. 1, 2020.
- These post must be maintained until April 30 each year.
- Another OSHA deadline (March 2) is for a separate requirement.

### IMPORTANT DATES

#### February 1 to April 30, 2020

Employers must post and keep their completed 2018 Forms 300A posted in their employees' workplaces.

#### March 2, 2020

Deadline for certain employers to submit electronic reports to OSHA.

### OVERVIEW

By **February 1** of each year, employers that are subject to the Occupational Safety and Health Administration's (OSHA) routine recordkeeping requirements must post copies of their completed [OSHA Form 300A](#) ("Summary of Work-related Injuries and Illnesses") from the previous year in visible locations within their employees' workplaces. The postings must then be kept in place **until at least April 30** every year. These requirements apply to all employers that are not in a [partially exempt industry](#) and have more than 10 employees.

### ACTION STEPS

**On Feb. 1, 2020**, employers subject to OSHA recordkeeping requirements must ensure that copies of their completed Forms 300A from 2019 are posted in each of their establishments in a conspicuous place or places where notices to employees are customarily posted.

**Until April 30, 2020**, these employers must also ensure that their Form 300A postings remain in place and are not altered, defaced or covered by other material.



Provided By:

The Turner Agency, Inc