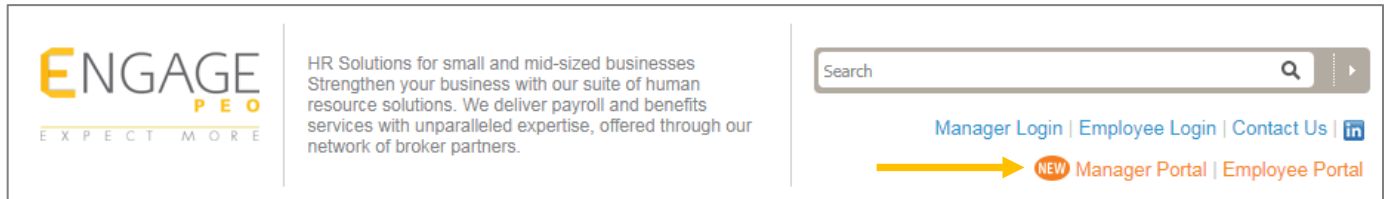
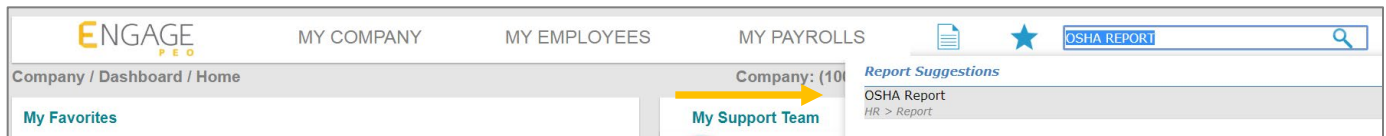


How to Retrieve Your OSHA Reports

1. Go to the NEW Manager Portal area on Engage's website (www.engagepeo.com) and log in.



2. In the Search Bar, type "OSHA REPORT" and select the OSHA Report (*HR > Report*)



3. The Reports page will be displayed.

The image shows the "OSHA Report" selection parameters form. The form has a title "OSHA Report" and a subtitle "Selection Parameters". It contains three dropdown menus: "Year" with "2018" selected, "Location" with "All Locations" selected, and "Report Type" with "OSHA 300" selected. Below the dropdown menus is a blue "Run" button. The "Report Type" dropdown menu is open, showing "OSHA 300" and "OSHA 300A" as options.

4. Year = Select **2018**
5. Location = If applicable, select a specific location
6. Report Type = Select "**OSHA 300A**" to export the report that is required to be posted by February 1st.
7. Click **Run**
8. Be sure your "Pop-up Blocker" is turned off and look for the .pdf on the bottom left



9. Click on the .pdf box to open the completed **OSHA 300A** form.

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 20____

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0126

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

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	_____

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

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) _____

Employment information (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 _____

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
() -
Printed Date

10. Post the document (OSHA Form 300A).

Note: To retrieve the Form 300 (Log), just follow the directions above. Do NOT post the Log, only post Form 300A.