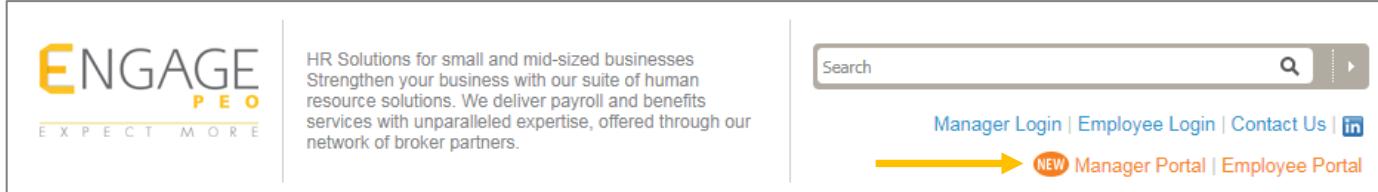


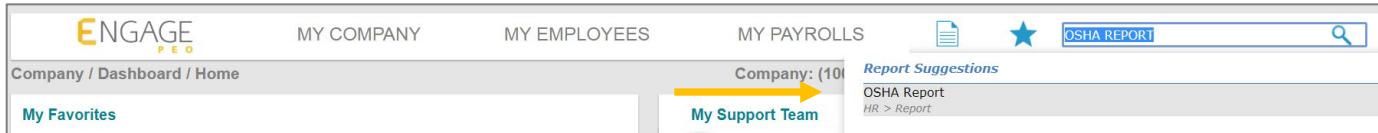
How to Retrieve Your OSHA Reports

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



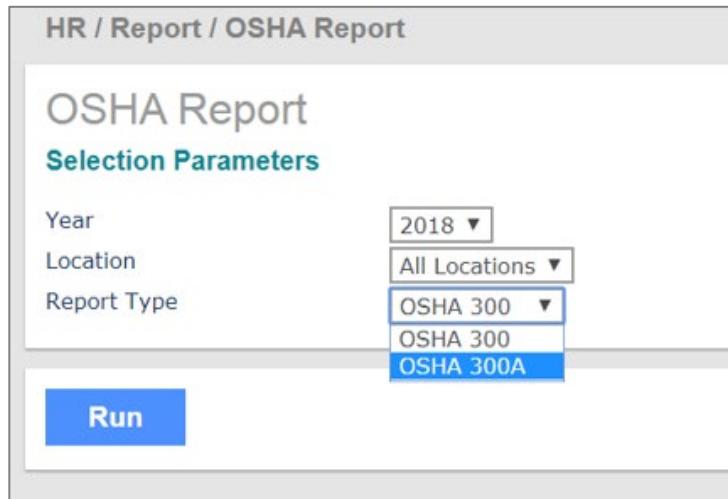
The screenshot shows the Engage PEO homepage. On the left is the Engage PEO logo with the tagline "EXPECT MORE". In the center, there is a brief description of their services: "HR Solutions for small and mid-sized businesses. Strengthen your business with our suite of human resource solutions. We deliver payroll and benefits services with unparalleled expertise, offered through our network of broker partners." To the right is a search bar with a magnifying glass icon. Below the search bar are links for "Manager Login | Employee Login | Contact Us" and "Manager Portal | Employee Portal". A yellow arrow points from the "Manager Login" link to the "Manager Portal" link.

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



The screenshot shows the Engage PEO Manager Portal navigation bar. It includes links for "MY COMPANY", "MY EMPLOYEES", "MY PAYROLLS", and "OSHA REPORT". Below these are "Report Suggestions" and "OSHA Report". A yellow arrow points from the "OSHA REPORT" link to the "OSHA Report" link in the "Report Suggestions" section.

3. The Reports page will be displayed.



The screenshot shows the "OSHA Report" selection parameters page. It includes dropdown menus for "Year" (2018), "Location" (All Locations), and "Report Type" (OSHA 300). The "Report Type" dropdown is expanded, showing "OSHA 300" and "OSHA 300A", with "OSHA 300A" highlighted. A blue "Run" button is at the bottom.

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



The screenshot shows a browser window with a PDF file named "OSHA_300A (8).pdf" displayed. The file is represented by a small icon and the file name.

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

OSHA's Form 300A (Rev. 01/2004)				Year 20 									
Summary of Work-Related Injuries and Illnesses													
Form approved OMB no. 1218-0176													
<p>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.</p> <p>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."</p> <p>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.</p>													
Number of Cases <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Total number of deaths</td> <td style="width: 25%;">Total number of cases with days away from work</td> <td style="width: 25%;">Total number of cases with job transfer or restriction</td> <td style="width: 25%;">Total number of other recordable cases</td> </tr> <tr> <td>(G)</td> <td>(H)</td> <td>(I)</td> <td>(J)</td> </tr> </table>				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)	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)	
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 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Total number of days away from work</td> <td style="width: 50%;">Total number of days of job transfer or restriction</td> </tr> <tr> <td>(K)</td> <td>(L)</td> </tr> </table>				Total number of days away from work	Total number of days of job transfer or restriction	(K)	(L)	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 _____					
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 _____						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 _____							
Post this Summary page from February 1 to April 30 of the year following the year covered by the form. <p>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.</p>													

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.