

OSHA notice

REMINDER: Post your OSHA Log Summary by Feb. 1

It's that time of year: Feb. 1 marks the deadline for you to tabulate your annual OSHA Log Summary (OSHA Form 300A) and post it in a common area wherever notices to employees are usually posted.

The summary must list the total number of job-related injuries and illnesses that occurred during the previous calendar year and were logged on the OSHA 300 Form. And don't forget to leave the Summary posted until April 30.

Reporting is as easy as 1, 2, 3!

If you've been logging your recordable incidents throughout the year, creating the OSHA Form 300 (Log of Work-Related Injuries and Illnesses) and OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) are a snap.

1. Open your <https://www.mywaveportal.com> site to access your full OSHA reporting and analysis capabilities.
2. From the site's home page, select Forms to open the OSHA Forms page.
3. Simply select the form or forms, the division and the year of the form you wish to create. Select "Create Forms" and a printable PDF file of the form you selected will be created.

Please Note: OSHA may request the current year's Log of Work-Related Injuries and Illnesses, and up to five previous years' worth of logs.

If you need additional assistance, have questions, or would like to compare your loss performance trends against national benchmarking data, contact us today at 301-279-5500 for more information.