

CAL/OSHA REQUIRES POSTING OF THE FORM 300A INJURY SUMMARY

Post Form 300A by February 1st!

Cal/OSHA requires employers to record certain injuries, maintain records, post summaries, and make these records available to Cal/OSHA during an inspection. The Form 300A Summary of Work-Related Injuries and Illnesses must be posted from Feb 1st - Apr 30th*. Based on your employee count and industry, you may also be required to submit this information to Cal/OSHA electronically.

STEPS TO POST

#1 Complete last year's Form 300 Log then transfer data to Form 300A.

Filing Requirements

As of November 1st, 2018, there are new requirements for filing 300 logs electronically. All employers with 20 or more employees in designated industries (see page 4) are now required to report electronically. Unless in an exempted industry, all employers with 250 or more employees will need to file online by March 2nd every year.

For more information on how to file electronically and industry specific guidelines head to

<https://coremarkins.com/calosha300>

#2 Enter business info on the Form 300A Summary then post the Form 300A from 2/1 to 4/30.

#3 Start a NEW Log for the current calendar year.

Cal/OSHA Form 300 (Rev. 7/2007)
Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health programs. See CCR Title 8 14300.26(a)(1)(i)

Establishment name: _____ City/State: _____ Year: last yr.

Identify the person (A) (B) (C) (D) (E) (F) (G) (H) (I) (J) (K) (L) (M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z)

Describe the case: **Form 300 - LOG**

Classify the case: (M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z)

NOTE: If additional pages are required, copy Page Totals to the top (row 15) of the next page. Page Totals: _____

Be sure to transfer these totals to the Summary page (Form 300A) before you post it. Page 1 of 1

#1 Fill out then transfer data (to 300A)

Cal/OSHA Form 300A (Rev. 7/2007)
Summary of Work-Related Injuries and Illnesses

Facility Information: Establishment name: _____ Street: _____ City: _____ State: _____ ZIP: _____

Industry description: _____

Standard Industrial Classification (SIC) (If known, e.g., SIC 3714): _____

Number of Cases: Total number of deaths (G) _____ Total number of cases with days away from work (H) _____ Total number of cases with job transfer or restriction (I) _____ Total number of other recordable cases (J) _____

Number of Days: Total number of days away from work (K) _____ Total number of days of job transfer or restriction (L) _____

Injury and Illness Types: Total number of... (M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z)

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

Form 300A Summary

data here (from Log)

#2 Enter business info then post 2/1 - 4/30

To download 300 forms

<http://coremarkins.com/CalOSHA300>

need more HELP?

contact CoreMark Insurance

www.CoreMarkIns.com

866-340-2247

safety@CoreMarkIns.com

* Some employers are exempt from this requirement see reverse for details.

How do we know if we are EXEMPT?



Employers may be EXEMPT from maintaining & posting Cal/OSHA 300 Forms based on company size and/or industry type.

SIZE EXEMPTION

- Employers with 10 or fewer employees are exempt from keeping Cal/OSHA's 300 Forms.
- Exemption for size is based on total company size.
- Determine peak employment during the last calendar year. If we had no more than 10 employees at any time we qualify.

INDUSTRY EXEMPTION

- Employers in some low hazard industries are exempt from keeping Cal/OSHA's 300 Forms.
- Exemption based on industry class applies primarily to:
 - educational
 - retail
 - services
 - finance
 - insurance
 - real estate
- See complete list of low-hazard industries & corresponding SIC codes (Standard Industrial Classification Codes)

Low Hazard Industries that are exempt from keeping 300 Forms

NAICS	Industry Name	NAICS	Industry Name
4412	Other Motor Vehicle Dealers.	5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services.
4431	Electronics and Appliance Stores.	5413	Architectural, Engineering, and Related Services.
4461	Health and Personal Care Stores.	5414	Specialized Design Services.
4471	Gasoline Stations.	5415	Computer Systems Design and Related Services.
4481	Clothing Stores.	5416	Management, Scientific, and Technical Consulting Services.
4482	Shoe Stores.	5417	Scientific Research and Development Services.
4483	Jewelry, Luggage, and Leather Goods Stores.	5418	Advertising and Related Services.
4511	Sporting Goods, Hobby, and Musical Instrument Stores.	5511	Management of Companies and Enterprises.
4512	Book, Periodical, and Music Stores.	5611	Office Administrative Services.
4531	Florists.	5614	Business Support Services.
4532	Office Supplies, Stationery, and Gift Stores.	5615	Travel Arrangement and Reservation Services.
4812	Nonscheduled Air Transportation.	5616	Investigation and Security Services.
4861	Pipeline Transportation of Crude Oil.	6111	Elementary and Secondary Schools.
4862	Pipeline Transportation of Natural Gas.	6112	Junior Colleges.
4869	Other Pipeline Transportation.	6113	Colleges, Universities, and Professional Schools.
4879	Scenic and Sightseeing Transportation, Other.	6114	Business Schools and Computer and Management Training.
4885	Freight Transportation Arrangement.	6115	Technical and Trade Schools.
5111	Newspaper, Periodical, Book, and Directory Publishers.	6116	Other Schools and Instruction.
5112	Software Publishers.	6117	Educational Support Services.
5122	Sound Recording Industries.	6211	Offices of Physicians.
5151	Radio and Television Broadcasting.	6212	Offices of Dentists.
5172	Wireless Telecommunications Carriers (except Satellite).	6213	Offices of Other Health Practitioners.
5173	Telecommunications Resellers.	6214	Outpatient Care Centers.
5179	Other Telecommunications.	6215	Medical and Diagnostic Laboratories.
5181	Internet Service Providers and Web Search Portals.	6244	Child Day Care Services.
5182	Data Processing, Hosting, and Related Services.	7114	Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures.
5191	Other Information Services.	7115	Independent Artists, Writers, and Performers.
5211	Monetary Authorities-Central Bank.	7213	Rooming and Boarding Houses.
5221	Depository Credit Intermediation.	7221	Full-Service Restaurants.
5222	Nondepository Credit Intermediation.	7222	Limited-Service Eating Places.
5223	Activities Related to Credit Intermediation.	7224	Drinking Places (Alcoholic Beverages).
5231	Securities and Commodity Contracts Intermediation and Brokerage.	8112	Electronic and Precision Equipment Repair and Maintenance.
5232	Securities and Commodity Exchanges.	8114	Personal and Household Goods Repair and Maintenance.
5239	Other Financial Investment Activities.	8121	Personal Care Services.
5241	Insurance Carriers.	8122	Death Care Services.
5242	Agencies, Brokerages, and Other Insurance Related Activities.	8131	Religious Organizations.
5251	Insurance and Employee Benefit Funds.	8132	Grantmaking and Giving Services.
5259	Other Investment Pools and Funds.	8133	Social Advocacy Organizations.
5312	Offices of Real Estate Agents and Brokers.	8134	Civic and Social Organizations.
5331	Lessors of Nonfinancial Intangible Assets (except Copyrighted Works).	8139	Business, Professional, Labor, Political, and Similar Organizations.
5411	Legal Services.		

300A Form Posting time frame 2/1-4/30



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CAL/OSHA INJURY & ILLNESS RECORDKEEPING FORM 300 FAQs

What are an employer's basic injury recordkeeping responsibilities?

- You must enter information on your Cal/OSHA Form 300 Log about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- You must also enter information about other significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional and about other work-related injuries and illnesses that meet any of the specific recording criteria listed in CCR¹ 14300.8 through 14300.12.
- You must fill out an Injury and Illness Incident Report (Cal/OSHA Form 301) or equivalent form for each injury or illness, within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred.
- Employers with 20 or more employees in designated industries, and all employers with 250 or more employees (unless exempt) must also file their 300 logs electronically.

When do I fill out the Form 300 (Log)?

Add data to the Form 300 Log throughout the year starting within 7 calendar days after a recordable injury.

When do I fill out the Form 300A (Summary) and when do I post?

- Fill out the Form 300A (Summary) in January.
- Post the Form 300A in the workplace from February 1st through April 30th.
- Post the Summary - do not post the Log.

Where do I post the Form 300A?

Post in each establishment, in a conspicuous place where notices to employees are usually posted.

How long do I keep these Forms?

Keep the Form 300 Log, the Form 300A Summary and the Form 301 Incident Reports for five years.

We had no recordable injuries - do we need to post the 300A Form?

Yes. Complete the facility information (right side of form) and fill in the injury data with zeros.

What is the relationship between workers' compensation reports and OSHA records?

Compensability under Workers' Compensation (WC) and recordability under Cal/OSHA do not have any effect on each other. Cases may be either:

- Cal/OSHA recordable and compensable under WC,
- Compensable under WC, but not Cal/OSHA recordable, OR
- OSHA recordable, but not compensable under WC.

What is considered a Cal/OSHA recordable injury?

A work-related injury or illness must be recorded on the Cal/OSHA Form 300 Log if it results in one or more of the following:

- death,
- days away from work,
- restricted work activity or job transfer,
- medical treatment beyond first aid
- loss of consciousness,
- a significant injury or illness diagnosed by a physician or other licensed health care professional.
- meets any of the specific recording criteria listed in CCR title 8 Section 14300.8 through 14300.12.

CAL/OSHA INJURY & ILLNESS RECORDKEEPING ELECTRONIC REPORTING

What are the new electronic reporting requirements?

On November 1st, 2018, new electronic reporting requirements for facilities under Cal/OSHA regulations were approved. In addition to posting requirements, all employers described below are now required to submit Form 300A electronically.

- All employers with 250 or more employees, unless in an exempted industry (see page 2 of this document)
- Employers with 20 to 249 employees in the specific industries listed below.
- Beginning in 2019, and every year thereafter, covered establishments will have until March 2nd to submit the prior year's data.

How do I submit Form 300A electronically?

To gain access to the online system, along with more information about the electronic reporting requirements, please visit <https://www.osha.gov/injuryreporting/index.html>.

Industries required to report electronically with 20 or more employees:

NAICS	Industry	NAICS	Industry
11	Agriculture, forestry, fishing and hunting.	4931	Warehousing and storage.
22	Utilities.	5152	Cable and other subscription programming.
23	Construction.	5311	Lessors of real estate.
31-33	Manufacturing.	5321	Automotive equipment rental and leasing.
42	Wholesale trade.	5322	Consumer goods rental.
4413	Automotive parts, accessories, and tire stores.	5323	General rental centers.
4421	Furniture stores.	5617	Services to buildings and dwellings.
4422	Home furnishings stores.	5621	Waste collection.
4441	Building material and supplies dealers.	5622	Waste treatment and disposal.
4442	Lawn and garden equipment and supplies stores.	5629	Remediation and other waste management services.
4451	Grocery stores.	6219	Other ambulatory health care services.
4452	Specialty food stores.	6221	General medical and surgical hospitals.
4521	Department stores.	6222	Psychiatric and substance abuse hospitals.
4529	Other general merchandise stores.	6223	Specialty (except psychiatric and substance abuse) hospitals.
4533	Used merchandise stores.	6231	Nursing care facilities.
4542	Vending machine operators.	6232	Residential mental retardation, mental health and substance abuse.
4543	Direct selling establishments.	6233	Community care facilities for the elderly.
4811	Scheduled air transportation.	6239	Other residential care facilities.
4841	General freight trucking.	6242	Community food and housing, and emergency and other relief services.
4842	Specialized freight trucking.	6243	Vocational rehabilitation services.
4851	Urban transit systems.	7111	Performing arts companies.
4852	Interurban and rural bus transportation.	7112	Spectator sports.
4853	Taxi and limousine service.	7121	Museums, historical sites, and similar institutions.
4854	School and employee bus transportation.	7131	Amusement parks and arcades.
4855	Charter bus industry.	7132	Gambling industries.
4859	Other transit and ground passenger transportation.	7211	Traveler accommodation.
4871	Scenic and sightseeing transportation, land.	7212	RV (recreational vehicle) parks and recreational camps.
4881	Support activities for air transportation.	7213	Rooming and boarding houses
4882	Support activities for rail transportation.	7223	Special food services.
4883	Support activities for water transportation.	8113	Commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance.
4884	Support activities for road transportation.	8123	Dry-cleaning and laundry services.
4889	Other support activities for transportation.		
4911	Postal service.		
4921	Couriers and express delivery services		
4922	Local messengers and local delivery.		

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What is "first aid"?

For the purposes of Cal/OSHA Injury recordkeeping, "first aid" is defined in CCR¹ 14300.7(b)(5)(B) and means:

1. Using a nonprescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
2. Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
3. Cleaning, flushing or soaking wounds on the surface of the skin;
4. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc. are considered medical treatment);
5. Using hot or cold therapy;
6. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
7. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, backboards, etc.);
8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
9. Using eye patches;
10. Removing foreign bodies from the eye using only irrigation or a cotton swab;
11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
12. Using finger guards;
13. Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
14. Drinking fluids for relief of heat stress.

What is the definition of medical treatment²?

"Medical treatment" means the management and care of a patient to combat disease or disorder. For the purposes of Article 2², medical treatment does not include:

1. Visits to a physician or other licensed health care professional solely for observation or counseling;
2. The conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils); or
3. "First aid" as it is defined in CCR¹ 14300.7(b)(5)(B)

Are any other procedures included in first aid?

No. This is a complete list of all treatments considered first aid for purposes of Cal/OSHA Injury Recordkeeping.

Where can I find out more?

- For a complete text of the regulations go to: <https://www.dir.ca.gov/dosh/calosha-updates/log300-reporting.html>
- Visit Cal/OSHA's recordkeeping eTool: www.dir.ca.gov/dosh/etools/recordkeeping/index.html for more Q&A, regulation interpretation and forms.
- For eFiling and online reporting questions: <https://www.osha.gov/injuryreporting/index.html>
- Contact a CoreMark Insurance Services Safety Consultant for more information. 866-340-2477.

Do I need to send a copy of these Forms to CoreMark?

No. Retain these records for your files.



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1. CCR. Article 2. Employer Records of Occupational Injury or Illness. 14300-14400. www.dir.ca.gov/T8/ch7sb1a2.html

2. CCR. Occupational Injury or Illness Reports & Records 14000-14400. www.dir.ca.gov/T8/ch7sb1.html