

G-22

FEDERAL LEVELOCCUPATIONAL SAFETY AND HEALTH ADMINISTRATIONForm 200: "Log and Summary of Occupational
Injuries and Illnesses"

The Occupational Safety and Health Administration reminded employers in a January 7 announcement that notices of the total number of job-related injuries and illnesses that occurred in an establishment in 1981 must be posted during the period from February 1 to March 1 by establishments with 11 or more employees.

To fulfill the requirement, OSHA stated, employers need to post the last page or right-hand portion of OSHA Form 200, "Log and Summary of Occupational Injuries and Illnesses." The form must be posted in areas where notices to employees customarily are posted.

Establishments having no injuries or illnesses in 1981 must still post the form, entering zeros on the line designated for the total, OSHA noted. The person responsible for preparing the annual survey must certify that the totals are correct and sign the form, it also said.

Firms also must notify employees who move from worksite to worksite, as well as employees who do not report to a fixed establishment on a regular basis, the agency said, giving construction workers as an example. Employers must give a copy of the summary to any such employees who are on the payroll during February.

OSHA noted that employers with 10 or fewer employees are exempt from OSHA recordkeeping and posting requirements. They also are exempt from other OSHA recordkeeping rules unless they are selected by the Labor Department's Bureau of Labor Statistics for a statistical survey or are subject to certain state recordkeeping regulations, OSHA said.

All employers, however, are required to report within 48 hours to the nearest OSHA office any accident that results in one or more fatalities or in hospitalization of five or more employees, the agency noted.

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