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Memorandum

To: Cost Center Managers

From: Ray T. Benjamin *//signed//*  
Chief, Office of Management Services

Subject: Requirement to Post the Occupational Safety and Health Administration Form 300A – Summary of Work Related Injuries and Illnesses and to Post the Federal Agency Poster

The purpose of this memorandum is to remind you to comply with Occupational Safety and Health Administration (OSHA) regulations for posting the form OSHA 300A, “Summary of Work Related Injuries and Illnesses” (OSHA 300A Summary) and the poster, Occupational Safety and Health Protection for Employees (Federal Agency Poster) of the U.S. Geological Survey (USGS).

The regulations, 29 CFR 1904.32 and 1960.67, require all Federal facilities to display the OSHA 300A Summary. This form lists the total number of recordable job-related injuries and illnesses that occurred during the previous calendar year for the facility. The form must be displayed from February 1 - April 30, 2015, in an area where employee notices are usually posted. For employees who travel frequently and do not report to a fixed location on a regular basis, you may use e-mail, regular mail or faxes to ensure that these employees are aware of the summary report.

Required steps:

1. OSHA 300 “Log of Work-Related Injuries and Illnesses” (OSHA 300 Log) must be reviewed to verify that the entries are complete and accurate. Correct any deficiencies identified.
2. An annual summary of injuries and illnesses, OSHA 300A Summary, must be created from information on the OSHA 300 Log, even if there are no recordable injuries or illnesses.
  - Enter the hours worked by volunteers and supervised contractors as well as employees.
  - In the second box to the right of “North American Industry Classification System,” (NAICS) add the NAICS number for the U.S. Geological Survey, 541712.
3. The senior level official of the facility must certify the summary.
4. The OSHA 300A Summary must be posted.

To facilitate meeting this requirement, the Department of the Interior's (DOI) Office of Occupational Health and Safety makes the OSHA 300 Log and the OSHA 300A Summary available via the DOI Safety Management Information System (SMIS) which is accessible by full-time and collateral duty safety staff. Please ensure this information is posted and/or distributed accordingly. For locations with multiple cost centers, the host organizational safety manager will post the OSHA 300A Summary for the facility. The National Center safety staff will post the form for all organizations throughout the Reston Campus as appropriate.

As required by 29 CFR 1960.12(c), the Federal Agency Poster must be kept posted in a conspicuous location in each federal establishment. The required poster may be printed from Appendix 2-A of SM 445-2-H – Occupational Safety and Health Program Requirements Handbook – Survey Manual Chapter 2, Responsibilities.

Should you need assistance meeting these requirements, please contact your respective Regional Safety Manager or National Programs Safety Section. Questions regarding this correspondence can be addressed to Sharon Wine at [swine@usgs.gov](mailto:swine@usgs.gov) or 703-648-4637.

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