



HEALTH BENEFITS TRUST | WORKERS' COMPENSATION | PROPERTY & LIABILITY

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POSTING OF ANNUAL OSHA 300A FORM SUMMARY OF WORK-RELATED INJURIES & ILLNESSES

As required by current OSHA recordkeeping standards, you should post your OSHA 300A annual summary for all recordable injuries and illnesses no later than February 1, 2015 for those incidents that occurred in calendar year 2014.

For your convenience, a copy of the OSHA 300A form is included with this Risk Management Bulletin.

As a reminder, every public entity in North Carolina is required by NC OSHA to post this summary, no matter how many employees you may have.

You are also required to post this summary even if there were no work-related injuries or illnesses that occurred during 2014 at your facilities.

The form must be signed by a “company executive”. In the case of public entities, that includes the Executive Director, City Manager, Mayor, or other public official responsible for signing official documents of the entity.

Should you need assistance to complete this form, please contact your Loss Control Consultant that services your entity. If you do not know who that person is, please contact the NCLM office as noted below for additional help.

For additional information contact risk management services at **1- 800-228-0986** and select “**safety and risk control**” from the available options.

This Bulletin is intended to assist in minimizing potential exposure to financial loss and is not intended to insure compliance with federal, state or local laws, regulations or rules, nor is it intended to be a substitute for legal counsel, actuarial assistance or other professional services. By offering periodic information on safety or risk management topics, neither the League nor its sponsored risk pools undertake to assume or guarantee safety or risk from injury or loss.