



NEWS Utah Labor Commission

February 9, 2015

OSHA RECORD KEEPING - ANNUAL SUMMARY & POSTING REQUIREMENTS (29 CFR 1904.32)

Utah OSHA would like to remind employers about the annual summary and posting requirements.

At the end of each calendar year, an employer must:

1. Review the OSHA 300 log to verify that the entries are complete and accurate and correct any deficiencies identified;
2. Create an annual summary (300-A summary form or equivalent) of injuries and illnesses recorded on the OSHA 300 log;
3. Certify the summary; and
4. Post the annual summary.

The annual summary must be posted in each establishment in a conspicuous place or places where notices to employees are customarily posted. The annual summary must be posted no later than February 1 of the year following the year covered by the records and keep the posting in place until April 30th.

For assistance completing the annual summary, or if you would like additional information regarding the posting requirements, recording and reporting occupational injuries and illnesses or other Utah OSHA standards, please call: Utah OSHA Consultation and Education Services at 801-530-6855, or visit the [Utah OSHA](#) web page.

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