



SAFETY ALERT

No. 05-01

CAL/OSHA LOG OF INJURIES AND ILLNESSES

January 2005

Rev. 1/23

California State law requires every school and office to display the Annual Summary of Work-Related Injuries and Illnesses (Cal/OSHA Form 300A) in a conspicuous place where notices to employees are customarily posted. This form must be posted by **February 1** each year and remain posted until April 30. A completed Form 300A for each site may be downloaded at <http://achieve.lausd.net/Page/3639> the last week of January and a hard copy will be mailed to each location.

Information for the 300A Summary is compiled from individual injury claims listed on the detailed Log of Work-Related Injuries and Illnesses (Cal/OSHA Form 300). This information is compiled by Sedgwick Claims Management, Inc. on behalf of the District and maintained electronically by the Office of Environmental Health and Safety.

All site administrators must certify that they have reviewed, signed, and posted their site-specific form by February 1st in accordance with the most current version of [Memorandum 6128 - Administrator Certification Online System](#) issued by the Division of District Operations. To view the most current version of Memorandum 6128 or [Reference Guide 5693.4, Cal/OSHA Log of Injuries and Illnesses](#), visit the [E-library](#) or the [OSHA 300 page](#) on the Office of Environmental Health & Safety's (OEHS) website.

Additional information on OSHA recordkeeping and posting requirements is available at the Department of Industrial Relations webpage at www.dir.ca.gov. If you have any questions regarding these logs, posting requirements or to obtain a copy of the OSHA 300 log for your site, please contact OEHS at (213) 241-3199 or <http://achieve.lausd.net/oehs>.

Cal/OSHA Form 300A (Rev. 7/2007) Appendix B

Annual Summary of Work-Related Injuries and Illnesses

Year Department of Industrial Relations
Division of Occupational Safety and Health

All establishments covered by CCR Title 8 Section 14300 must complete this Annual Summary, even if no work-related injuries or illnesses occurred during the year. Instructions to complete the Log to verify that the entries are complete and accurate follow completing the summary. Using the Log, count the individual entries you make for each category. Then enter the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0".

Employers, former employees, and their representatives have the right to review the Cal/OSHA Form 300 in its entirety. They also have limited access to the Cal/OSHA Form 300 or its equivalent. See CCR Title 8 Section 14300.33, or Cal/OSHA's recordkeeping rules, for further details on the access provisions for these forms.

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
00	00	0	00
Number of Days			
Total number of days away from work	Total number of days of job transfer or restriction		
00	00		
Injury and Illness Types			
Total number of ...			
(1) Injuries	00	(4) Poisoning	00
(2) Skin disorders	00	(5) Hearing loss	00
(3) Respiratory conditions	00	(6) All other illnesses	00

Establishment information

Your establishment name

Street

City State ZIP

Employer (Print (e.g., Manufacturer of new truck model))

Standard Industrial Classification (SIC), if known (e.g., SIC 3710)

Employment information (If not done here before, see Appendix A before to return)

Annual average number of employees

Total hours worked by all employees last year

Sign here _____

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Signature (Print) Title

Phone Date

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

DISTRIBUTION: OEHS Website