



Chief Executive Office.

**COUNTY OF LOS ANGELES
RISK MANAGEMENT/PRIVACY**

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January 17, 2024

To: Safety Officers, Safety Representatives
and Disability Management & Compliance Coordinators

From: Destiny Castro, Manager
Risk Mitigation Section

ANNUAL SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES

POSTING REQUIREMENT

Each department is required to display, between February 1 and April 30, a summary of injuries and illnesses from the previous calendar year. The Cal/OSHA Form 300A *Annual Summary of Work-Related Injuries and Illnesses* must be posted at each establishment in a conspicuous place or where notices are customarily posted. The summary must be certified by the highest-ranking department manager at the establishment, or the manager's immediate supervisor.

All departments must complete the annual summary for each establishment even if no recordable injuries or illnesses occurred during the year. Zeros must be entered under category totals.

The following areas on the form must be completed:

- Calendar year covered (2023);
- Establishment information (name and address, industry description, and Standard Industrial Classification (SIC) code – if known);
- Employment information (annual average number of employees, total hours worked by all employees);
- Signature of company executive certifying that annual summary totals are true, accurate, and complete;



- Title and phone number of person certifying the annual summary;
- Date.

Logs and annual summaries of work-related injuries and illnesses must be maintained and retained for five (5) years following the end of the calendar year to which they relate. The forms are available for download as a PDF or Excel file on the Division of Occupational Safety and Health website:
<http://www.dir.ca.gov/dosh/etools/recordkeeping/CalStandard/CalStandard.htm>.

ELECTRONIC SUBMISSION OF RECORDKEEPING DATA

Establishments with 250 or more employees or 20 to 249 employees in high-hazard industries

(<https://www.osha.gov/recordkeeping/NAICScodesforelectronicsubmission.html>) are required to electronically submit their Form 300A data to OSHA. High hazard industries are based on the North American Industry Classification System (NAICS) codes and might include County facilities involved in construction, general medical and surgical hospitals, museums, etc. To determine your department's NAICS code, please visit <https://www.naics.com>. NOTE: Establishments are defined as a single physical location where business is conducted or where services are performed. When employees do not work at a single physical location, the establishment is the main or branch offices that either supervise such activities or are the base from which personnel carry out these activities.

Covered establishments must submit information from their completed 2022 Form 300A by March 2, 2024.

Instructions on how to electronically submit Injury and Illness data can be found on Federal OSHA's Injury Tracking Application (ITA) website:
<https://www.osha.gov/injuryreporting/index.html>.

TRAINING ON CAL/OSHA'S RECORDKEEPING REQUIREMENTS

CEO Loss Control and Prevention provided training on Recordkeeping Requirements and Electronic Submission of Recordkeeping Data via webinar in the past. The recorded webinars can be accessed by clicking [here](#).

For more information or to have specific recordkeeping questions or concerns addressed, please call (213) 351-5473 and ask to speak to a Loss Control and Prevention staff member or send an email to LossControl@ceo.lacounty.gov.

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TRANSMITTING DATA TO THE CHIEF EXECUTIVE OFFICE

Please forward a copy of your Cal/OSHA Form 300's and 300A's by emailing them to Loss Control and Prevention at LossControl@ceo.lacounty.gov.

Thank you for your cooperation.

DC:RUC:mld

- c. Departmental Human Resources Managers
Risk Management Coordinators