



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE
Risk Management Branch

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December 18, 2017

To: Safety Officers, Safety Representatives
and Return-To-Work Coordinators

From: Steven E. NyBlom, Manager
Risk Mitigation

Subject: **ANNUAL SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES**

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

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 (2017);
- 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/CaStandard/CalStandard.htm>.

TRAINING ON CAL/OSHA'S RECORDKEEPING REQUIREMENTS

CEO Loss Control and Prevention provided training on Cal/OSHA's recordkeeping requirements via webinar earlier this year. The recorded webinar and handouts can be accessed through the following links:

<https://attendee.gotowebinar.com/recording/8021624899515559682> (video)

http://riskmanagement.mylacounty.info/cms1_249419.pdf (handout)

For more information or to have specific recordkeeping questions or concerns addressed, please call (213) 738-2269 and ask to speak to a Loss Control and Prevention staff member.

REPORTING TO THE STATE

It is not necessary for you to send your accident statistics to the State unless your department has been selected to participate in the annual survey. If your department is selected, you will be contacted directly by the Division of Labor Statistics and Research.

TRANSMITTING DATA TO THE CHIEF EXECUTIVE OFFICE

Please forward a copy of your Cal/OSHA Form 300's and 300A's to:

Chief Executive Office
Risk Management Branch
Loss Control and Prevention Section
3333 Wilshire Boulevard, Suite 1000
Los Angeles, CA 90010-4101

Thank you for your cooperation.

P.S.: By reviewing information entered in Column F on the Cal/OSHA Form 300, injury and accident patterns or trends may be identified. This information can be helpful in setting loss control goals for the coming year.

SEN:RC:mld

- c. Personnel Officers
Risk Management Coordinators