

## N E W S   R E L E A S E

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### **Cal/OSHA Reminder to Employers: Post Annual Work-Related Injury and Illness Summaries**

**Oakland**—Cal/OSHA is reminding employers in California with more than 10 employees to post their 2016 annual summaries of work-related injuries and illnesses from February 1 through April 30.

“This important posting requirement increases awareness of health and safety hazards in the workplace and helps employers and employees understand how to reduce risks,” said Cal/OSHA Chief Juliann Sum.

Employers’ requirements to record occupational fatalities, injuries, and illnesses are in the [California Code of Regulations, Title 8, Sections 14300 through 14300.48](#). Section [14300.32](#) describes the annual posting requirement. Section [14300.2](#) lists exempted industries.

Instructions and form templates can be downloaded for free on Cal/OSHA’s [Record Keeping Overview](#). The overview includes the summary template, Form 300A, which is the required workplace posting that must be placed in a visible, easily accessible location at each worksite. Current and former employees, including employee representatives, have the right to review the summary in its entirety.

Employers must prepare and maintain records of work-related injuries and illnesses. Even if none occurred, employers are still required to complete and post Form 300A. For more information on employers’ posting requirements or how to reduce workplace injuries and illnesses, visit DIR’s [Employer Information](#) web page.

Cal/OSHA helps protect workers from health and safety hazards on the job in almost every workplace in California. [Cal/OSHA’s Consultation Services Branch](#) provides free and voluntary assistance to employers to improve their health and safety programs. Employers should call (800) 963-9424 for assistance from Cal/OSHA Consultation Services.

Employees with work-related questions or complaints may contact DIR's Call Center in English or Spanish at 844-LABOR-DIR (844-522-6734). The California Workers' Information line at 866-924-9757 provides recorded information in English and Spanish on a variety of work-related topics. Complaints can also be filed confidentially with [Cal/OSHA district offices](#).

Members of the press may contact Erika Monterroza or Peter Melton at (510) 286-1161, and are encouraged to [subscribe to get email alerts](#) on DIR's press releases or other departmental updates.

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The [California Department of Industrial Relations](#), established in 1927, protects and improves the health, safety, and economic well-being of over 18 million wage earners, and helps their employers comply with state labor laws. DIR is housed within the [Labor & Workforce Development Agency](#). For general inquiries, contact DIR's Communications Call Center at 844-LABOR-DIR (844-522-6734) for help in locating the appropriate [division or program](#) in our department.