

## NEWS RELEASE

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### **Cal/OSHA Reminder to Employers: Post Annual Work-Related Injury and Illness Summaries Starting February 1**

**Oakland**—Cal/OSHA is reminding employers in California of the requirement to post their 2018 annual summaries of work-related injuries and illnesses. The summaries must be posted each year from February 1 through April 30.

Instructions and form templates can be downloaded for free from Cal/OSHA's [Record Keeping Overview](#). The overview gives instructions on completing both the log (Form 300) and annual summary (Form 300A) of work-related injuries and illnesses. The annual summary must be placed in a visible and easily accessible area at each worksite. Current and former employees, as well as employee representatives, must be allowed to review the summary in its entirety.

The definitions and requirements for recordable work-related fatalities, injuries and illnesses are outlined in the [California Code of Regulations, Title 8, sections 14300 through 14300.48](#). Employers are required to complete and post Form 300A even if no workplace injuries occurred.

Posting the summary may reveal patterns or potential hazards that need to be addressed and helps ensure workers are aware of work-related injuries and illnesses that occurred the previous year. More information on posting requirements or how to reduce workplace injuries and illnesses is available on the DIR's [Employer Information](#) webpage.

The California Division of Occupational Safety and Health, or Cal/OSHA, is the division within the Department of Industrial Relations (DIR) that helps protect California's workers from health and safety hazards on the job in almost every workplace. [Cal/OSHA's Consultation Services Branch](#) provides free and voluntary assistance to employers to improve their safety and health 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).

Members of the press may contact Erika Monterroza or Frank Polizzi 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 Call Center at 844-LABOR-DIR (844-522-6734) for help in locating the appropriate [division or program](#) in our department.