



## CMS UPDATE:

### *CMS Requires Facilities to Post Job-Related Injuries and Illnesses*

Starting February 1, 2006, employers with 11 or more employees are required to post a summary of the total number of job-related injuries and illnesses that occurred in their facility in 2005. The Occupational Safety and Health Administration (OSHA) requires that the summary, OSHA Form 300A, remains posted from February 1 through April 30, 2006. Employers with ten or fewer employees are exempt from federal OSHA injury and illness recordkeeping and posting requirements.

OSHA Form 300A must be displayed in common areas and wherever notices to employees are usually posted. Employers also must make a copy of the summary available to employees who move from worksite to worksite and employees who do not report to any fixed establishment on a regular basis.

The summary must list the total number of job-related injuries and illnesses that occurred in 2005 and were logged on the OSHA 300 form. Employers also need to provide the annual average number of employees and total hours worked in 2005 to assist in calculating incident rates.

Companies with no recordable injuries or illnesses in 2005 must post the form with zeros on the total line. A company executive must certify that the summary is accurate by signing the form. Copies of the OSHA Forms 300, 300A, and 301 are available on OSHA's website at <http://www.osha.gov/recordkeeping/RKforms.html> in either Adobe PDF or Microsoft Excel Spreadsheet format. Please note that while the recordkeeping guide that accompanies the form is dated 2004, it is still accurate for 2005.

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