

KCASA Safety and Compliance Newsletter

JANUARY 2012

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OSHA's Form 300A (Rev. 11/10/10) Year 2011
Summary of Work-Related Injuries and Illnesses

OSHA Form 300A is a summary log of all work-related injuries and illnesses that occurred at your place of business in 2011. The posting period is from February 1 through April 30, 2012. This mandate is part of OSHA's Recording and Reporting Occupational Injuries and Illnesses Standard, 29 CFR 1904.

Number of Cases

Total number of cases	Total number of cases from work	Total number of cases from non-work	Total number of cases from other sources
00	00	00	00

Number of Days

Total number of days lost	Total number of days of job restriction	Total number of days of medical treatment
00	00	00

Injury and Illness Types

All Injuries	All Illnesses	All Fatalities	All Other
00	00	00	00

Establishment Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Federal Identification Number (EIN): _____
OSHA District Office: _____

Employment Information

Total number of employees: _____
Total number of employees on-site: _____
Total number of employees working: _____

Sign Date

Signature of the person responsible for the information reported on this form.

The real beauty of managing these forms electronically is that you can use the data to run trend analytics to help you better identify hazards

Early Warning! OSHA Form 300A Posting Date Approaching -

As a reminder, your company may be required to post an OSHA Form 300A. This is a summary log of all work-related injuries and illnesses that occurred at your place of business in 2011. The posting period is from February 1 through April 30, 2012. This mandate is part of OSHA's Recording and Reporting Occupational Injuries and Illnesses Standard, 29 CFR 1904.

The summary should contain the total numbers of job-related injuries and illnesses that occurred in 2010 that were logged on the OSHA 300 form. Employment information regarding the annual average number of employees and total hours worked during the calendar year is needed to calculate incidence rates. Even if there were no recordable injuries or illnesses in 2011, you are still required to post the form with zeros on the total line.

Make sure to post the summary log in a common area where your employees have access. It must be certified by a company executive and remain posted from Feb. 1 to Apr. 30, 2012.

Unless your company is exempt from the requirement, be sure your records are in order now and that you have separate forms for each work site. How do you know if you're exempt? Basically, if your business has 10 or fewer employees you're exempt. Unless you have a fatality. That you must report. Also, certain industry sectors are exempt.

If you're managing this process on paper, it could get quite tedious and time-consuming. It might make sense to consider an on-line solution like Compliance Safety Manager for electronically recording and tracking workplace injuries and illnesses. The real beauty of managing these forms electronically is that you can use the data to run trend analytics to help you better identify hazards, implement corrective-action measures and hopefully prevent accidents from recurring.



This newsletter is provided to KCASA members by:

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What does your MCS-150 say about your organization?

Commercial Motor Carriers should update their VMT and PU data now!

Did You Know...As a motor carrier, your Vehicle Miles Travelled (VMT) and Power Unit (PU) data from your Motor Carrier Registration form, known as the MCS-150, are used to calculate your Unsafe Driving and Crash Indicator Behavior Analysis and Safety Improvement Category (BASIC) percentiles.

If your VMT data is 2009 or older, it will not be used in your calculations when the January Safety Measurement System (SMS) snapshot is posted at the beginning of February.

Update your MCS-150 now with 2010 VMT/PU information on or shortly after January 1, 2012 with your 2011 data to ensure FMCSA is using the most accurate data available to calculate your percentiles.

Visit

https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option to update your MCS-150 information.

Under the "Existing Registration Updates" section, choose the first option – "I need to update my USDOT number registration information or file my biennial update."

PLEASE NOTE: The SMS website is updated monthly, so your MCS-150 changes will not be reflected on that site until the next monthly update.

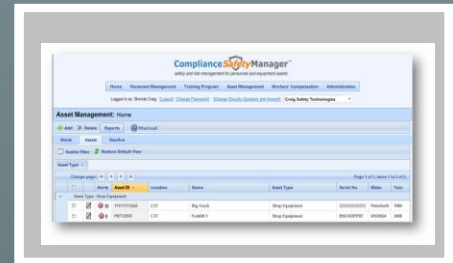
You can find the schedule of SMS updates a MCS-150 updates show up faster on SAFER and the FMCSA Portal websites.

For answers to any of your DOT questions contact one of our FMCSA Specialists at 913-469-1700

FEATURED PRODUCT:

COMPLIANCE SAFETY MANAGER

RECORDKEEPING MNGMT WEB-BASED PROGRAM



The powerful Workers Compensation Program centralizes all of your incident data into one easy-to-use system, giving you a company-wide view of all your recordable and near-miss cases

Benefits of Compliance Safety Manager Recordkeeping Program:

- ❖ Put your company on a path to zero incidents
- ❖ Lower costs associated with accidents and employee incidents
- ❖ Eliminate disparate and redundant paper-based recordkeeping processes
- ❖ Save time and money in meeting OSHA compliance requirements
- ❖ Simplify OSHA I2P2 compliance
- ❖ More effectively push safety initiatives through your entire organization
- ❖ Quickly identify safety risks and hazard trends in the workplace

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