



# How to Properly Complete Your OSHA 300 Form

February 18, 2021  
9 – 10am

LIVE WEBINAR

## WEBINAR

# How To Properly Complete Your OSHA 300 Form

As you should be aware, your Cal/OSHA Form 300A Summary must be posted (“in a visible location”) from **February 1st, 2021 to April 30th, 2021**, EVEN IF no work-related injuries or illnesses occurred during the year.

Over the past month we have noticed several discrepancies on the 300 logs, especially related to COVID recordable cases. *To record – or not to record, that is the question!*

The following topics will be covered during the webinar:

- How to properly complete your OSHA 300 and 300A.
- COVID recordable case requirements (do you include quarantine days?).
- How to submit your 300A to Fed/OSHA.
- How to use the OSHA 300 day to establish lost day and temporary disability goals.
  - We’ve got an actionable tool for you.
- Audience Q&A

You can submit your questions prior to the webinar by clicking on the Register Now button.

**Date:** February 18<sup>th</sup>, 2021

**Time:** 9 – 10am

**Hosts:**

Anthony Poston, CEO, ESM

Sinead Scrosoppi, Customer Success, ESM

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RISK MANAGEMENT PROGRAM

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