



January 2022 Flag The Hazard

2022

Happy New Year

OSHR CELEBRATES OUR SAFETY LEADERS ACROSS THE STATE!!!



It's That Time of Year, Again!!!

Time to Review Your OSHA 300 Log and Post Your 300-A Annual Summary

[1904.32 - Annual summary.](#) | [Occupational Safety and Health Administration \(osha.gov\)](#)

Basic requirement

At the end of each calendar year, employers **must**:

- Review the OSHA 300 Log to verify that entries are complete and accurate, and correct any identified deficiencies;
- Create the OSHA 300-A annual summary of injuries and illnesses recorded on the OSHA 300 Log;
- Certify the annual OSHA 300-A summary; and
- Post the annual OSHA 300-A summary.

Required forms are available at [OSHA Injury & Illness Recordkeeping Forms.](#)

Implementation

How extensively must OSHA 300 Log entries be reviewed at the end of the year?

Entries must be reviewed as extensively as necessary to ensure they are complete and correct.

How does an employer complete the annual OSHA 300-A summary?

- Total the columns on the OSHA 300 Log (if there were no recordable cases, enter zeros for each column total).
- Enter the calendar year covered, establishment name, establishment street address, industry description, NAICS Code (if known), annual average number of employees covered by the OSHA 300 Log, and total hours worked by all employees covered by the OSHA 300 Log.
- If using an equivalent form other than the OSHA 300-A summary form, as permitted by § 1904.29(b)(4), the summary used must also include the employee access and employer penalty statements found on the OSHA 300-A summary form.

How to certify the annual summary?

A “company executive” must certify that he or she has examined the OSHA 300 Log and that he or she reasonably believes based on his or her knowledge of the process by which the information was recorded that the annual summary is correct and complete.

Who is considered a “company executive” in a State agency?

The “company executive” who certifies the log must be:

- State agency leadership/management for that worksite such as Secretary, Chief Deputy, Chief Financial Officer, Facility Director; or
- Immediate supervisor of the highest-ranking State agency official working at the worksite.

How should the annual summary be posted?

Employers must post a copy of the annual summary in each establishment in a conspicuous location(s) where notices to employees are customarily posted. Employers must ensure that the posted annual summary is not altered, defaced or covered by other material.

When should the annual summary be posted?

Employers must post the summary no later than February 1 of the year following the year covered by the records and keep the posting in place until April 30.



NC Department of Labor to Offer OSHA Recordkeeping Class for State Safety Leaders and Workers' Compensation Administrators

Live Webinar

Thursday, January 13, 2022 - 10:00a.m. to 12:00p.m.

This course provides an overview of recording and reporting occupational injuries and illnesses, 29 CFR 1904. Topics to be discussed include who must comply, criteria for recording, other recordkeeping issues and a review of associated forms. At the end of this course, attendees should have a basic understanding of regulatory requirements including recordability determination with proper completion, posting and retention of injury and illness documents.

Link for the webinar: <https://call.lifesizecloud.com/8824353>



NC Department of Labor Safety Awards Program

N.C. Department of Labor's Safety Awards Program is administered through its Education, Training and Technical Assistance Bureau of the Occupational Safety and Health Division. This program is designed to stimulate interest in accident prevention and to promote safety in the workplace by providing an incentive to employers and employees to maintain a safe and healthful workplace.

Annual safety awards are presented during ceremonies that take place each spring at 30 locations across North Carolina.

Annual Safety Awards

To qualify for an annual safety award, an employer must:

- Have no fatalities during the calendar year at the site or location for which the award was given; and
- Have maintained an incidence rate at least 50 percent below the average for its particular industry group.

Two Safety Award Levels - Gold and Silver

- The **Gold Award** is based on the days away, restricted, transferred (DART) rate, which includes cases of days away from work, restricted activity or job transfer.
- The **Silver Award** is based only on cases with days away from work. They are recorded when the worker misses at least one full day of work, not including the day of the injury.

Application Process

Applications for annual safety awards are mailed to employers in January of each year. These are to be completed by the applicant and must be returned **no later than February 15, 2022**.

For more information, call 919-707-7855 or email the Safety Awards Coordinator at safety.awards@labor.nc.gov.



OSHR's update of the Flag The Hazard reporting tool is nearly complete! This new platform includes a streamlined, user-friendly data entry process and will also allow for anonymous reporting of safety hazards.

Be on the lookout this month for the new and improved version of **Flag The Hazard!!!**

OSHR will offer a tutorial on this new reporting tool during the February 2, 2022 Hazard Prevention Network meeting.

Mark Your Calendars . . .

OSHR Hazard Prevention Network Meeting via WebEx

2022 Meeting Dates:

February 2, 2022, 10:00 am-12:00 pm
May 4, 2022, 10:00 am-12:00 pm
August 3, 2022, 10:00 am-12:00 pm
November 2, 2022, 10:00 am-12:00 pm

OSHA 10 Hour General Industry Safety Awareness

June 14-15, 2022 - NCDOJ Justice Academy West, Edneyville, NC

OSHR Safety Boot Camp

June 15, 2022 - NCDOJ Justice Academy West, Edneyville, NC

To Register for OSHA 10 and Safety Boot Camp Classes:

Contact Glenda Vestal, State Safety Consultant, glenda.vestal@nc.gov, 984-236-0846

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State Human Resources

Safety, Health and
Workers' Compensation Division