California State law requires every school and office to display the Annual Summary of Work-Related Injuries and Illnesses (Cal/OSHA Form 300A) in a conspicuous place where notices to employees are customarily posted. This form must be posted by February 1 each year and remain posted until April 30. A completed Form 300A for each site may be downloaded at http://achieve.lausd.net/Page/3639 the last week of January and a hard copy will be mailed to each location.

Information for the 300A Summary is compiled from individual injury claims listed on the detailed Log of Work-Related Injuries and Illnesses (Cal/OSHA Form 300). This information is compiled by Sedgwick Claims Management, Inc. on behalf of the District and maintained electronically by the Office of Environmental Health and Safety.

All site administrators must certify that they have reviewed, signed, and posted their site-specific form by February 1st in accordance with the most current version of Memorandum 6128 - Administrator Certification Online System issued by the Division of District Operations. To view the most current version of Memorandum 6128 or Reference Guide 5693.4, Cal/OSHA Log of Injuries and Illnesses, visit the E-library or the OSHA 300 page on the Office of Environmental Health & Safety’s (OEHS) website.

Additional information on OSHA recordkeeping and posting requirements is available at the Department of Industrial Relations webpage at www.dir.ca.gov. If you have any questions regarding these logs, posting requirements or to obtain a copy of the OSHA 300 log for your site, please contact OEHS at (213) 241-3199 or http://achieve.lausd.net/oehs.