

The summary must be posted at the location where the injury or illness occurred. In cases where the employees are mobile, the summary may be posted at a headquarters where employees regularly report to work.

Paperwork retention and updating

OSHA 300s, OSHA 300As, and 801 forms must be retained and updated as necessary for five years following the end of the calendar year that they cover.

If the establishment no longer exists, you must still have a separate **OSHA 300A** summary and it must be maintained for the requisite five years along with the **OSHA 300 Log** for that establishment.

Rules:

Recordkeeping and Reporting: OAR 437-001-0700

Rules for all Workplaces: OAR 437-001-0760

Recordkeeping for Health Care Assaults: OAR 437-001-0706

Program directives:

Inspection Criteria: *Temporary Employment and Leasing Agencies* (A-246)

Links to forms, rules, and program directives:

OSHA 300 and 300A forms

www.osha.org/pdf/pubs/3353.pdf

Recordkeeping and Reporting: OAR 437-001-0700

www.osha.org/pdf/rules/division_1/437-001-0700-0742.pdf

Rules for all Workplaces: OAR 437-001-0760

www.osha.org/pdf/rules/division_1/437-001-0760.pdf

Recordkeeping for Health Care Assaults: OAR 437-001-0706

www.osha.org/pdf/rules/division_1/437-001-0706.pdf

Inspection Criteria: *Temporary Employment and Leasing Agencies* (A-246)

www.osha.org/pdf/pds/pd-246.pdf