



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

**TITLE:** Cal/OSHA Log of Injuries and Illnesses

**NUMBER:** REF-5693.2

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<p><b>ROUTING</b>          All Schools and Offices</p>
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**PURPOSE:** This Reference Guide establishes procedures for the posting of employee injury and illness data by all schools and offices.

California State law requires every employer to maintain a log of work-related injuries and illnesses and to display the Annual Summary of Work-Related Injuries and Illnesses (California Occupational Safety and Health Administration (Cal/OSHA) Form 300A). This form must be posted in a conspicuous place for employees from February 1 until April 30 each year at each site.

**MAJOR CHANGES:** The Reference Guide has been updated to reflect new website links and resources.

**INSTRUCTIONS:** I. BACKGROUND

Information on work-related injuries and illnesses is compiled from individual injury claims reported to Sedgwick Claims Management Services (CMS), Inc. Sedgwick CMS is the third party administrator that handles workers' compensation claims for the District.

Cal/OSHA Form 300, "Log of Work-Related Injuries and Illnesses" is a detailed report of workplace injuries by location. It lists the specific information for each OSHA recordable injury including employee name, description of injury and lost work days. This form is confidential and employee privacy must be maintained at all times. Administrators may request a copy of the Cal/OSHA Form 300 to review detailed injury and illness data for their site from OEHS. See Attachment A for a sample of Form 300.

Cal/OSHA Form 300A, "Annual Summary of Work-Related Injuries and Illnesses" is a summary of all the OSHA reportable injuries by location. This is a public document must be posted by February 1 each year. See Attachment B for a sample of the summary form.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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### II. ACCESSING YOUR SITE'S CAL/OSHA FORM 300A

You may access the site specific Summary of Work-Related Injuries and Illnesses (Cal/OSHA Form 300A) on the OEHS website. The summary reports will be posted the last week in January and a hard copy will be mailed to each location.

- A. Starting the last week of January, click on this link:  
<http://achieve.lausd.net/Page/3639> and download the PDF file named "LAUSD OSHA Form 300A" from the webpage.
- B. You may search for the desired site or scroll through the table of contents located in the left column by Cost Center Code minus the first digit. The Cost Center Code is a seven digit number that typically starts with 1 or 9 and includes the Location Code. This report excludes that first digit and will start with the second number. (*Example: cost center code of 1234567 will actually be listed as 234567*)
- C. Select and print the reports for each Cost Center at your facility. Any cost center that is used for time reporting or payroll will have a separate report. For example, an elementary school that has a magnet program and infant center will need to print a total of three summary reports, one for each Cost Center. **Be sure to print only those pages for your location, not the entire report.**

### III. POSTING REQUIREMENTS

- A. The site administrator is required to review the information, sign it at the bottom right corner and post it in a conspicuous place where notices to employees are customarily displayed.
- B. The forms must be posted from February 1 until April 30 each year. Each location is required to maintain these records onsite for at least five years.

### IV. ADMINISTRATOR'S CERTIFICATION

- A. All site administrators must certify that they have reviewed their site specific form, signed it and posted by February 1<sup>st</sup> in accordance with Memorandum 6128.2 *Administrator Certification On-line System – 2014-2015* or the most current version issued by the Office of School Operations.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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### V. ADDITIONAL INFORMATION

- A. LAUSD's work-related injury and illness information is maintained electronically by the Office of Environmental Health and Safety (OEHS) at 333 S. Beaudry Avenue, 28<sup>th</sup> Floor, Los Angeles, California 90017.
- B. To obtain a copy of the confidential Cal/OSHA Form 300 for your location, contact OEHS and provide the appropriate cost center codes.
- C. If you have any questions regarding the posting requirement or believe the information is inaccurate, please contact the Office of Environmental Health and Safety at 213-241-3199 or <http://achieve.lausd.net/oehs>.
- D. Additional information on OSHA recordkeeping and posting requirements is available at the Department of Industrial Relations webpage at [www.dir.ca.gov](http://www.dir.ca.gov).

**RELATED  
RESOURCES:**

OEHS Website: <http://achieve.lausd.net/oehs>.  
Department of Industrial Relations webpage: [www.dir.ca.gov](http://www.dir.ca.gov)  
Memorandum 6128.2 Administrator Certification On-line System – 2014-2015,  
August 28, 2014.

**ASSISTANCE:**

For assistance or further information contact the Office of Environmental Health and Safety at (213) 241-3199 or <http://achieve.lausd.net/oehs>.