

Instructions for Creating OSHA 300A Summary

1. Log in to the Safety and Health Information Management System (SHIMS).
2. Click on “Reports” in the toolbar at the top of the page.
3. Click on “OSHA Report” in the toolbar on the left-hand side of the page.
4. Leave fields for “JC Region” and “JC Center” blank. The system does not require you to make these selections; the report will include data only for the center to which you have been assigned access.
5. Enter “Start Date” of 01/01/2007. Enter “End Date” of 12/31/2007.
6. Type the Annual Average Number of Employees in the appropriate field. This number is the average number of staff plus the average number of students for Calendar Year 2007 (i.e., January 1, 2007 – December 31, 2007).
7. Click on “Worksheet” to calculate the Total Hours Worked by All Employees Last Year.
 - a. Enter the number of full-time employees for a year, which is the total number of staff and students for the period.
 - b. Enter the number of work hours for a full-time employee in a year. Assuming full-time employees work 40 hours per week and 52 weeks a year, this number is 2080.
 - c. Enter the number of overtime hours and hours worked by other employees, which includes part-time workers. Estimate this number as accurately as possible.
 - d. Click “Calculate Hours.” The system will tabulate the total number of hours and fill the appropriate field on the OSHA 300A Report form.
8. Click the yellow “Display Report” button. This will generate the OSHA 300A Summary as a PDF file.
9. Print the OSHA 300A Summary. Handwrite the center’s name and street address under Establishment Information.
10. The Center Director must sign the form (bottom right-hand corner).
11. Post the signed OSHA 300A Summary in an area that is visible to all staff and students. The OSHA 300A must be posted no later than February 1, 2008, and remain posted through April 30, 2008.