**INSTRUCTIONS FOR CREATING OCCUPATIONAL SAFETY AND HEALTH
ADMINISTRATION (OSHA) 300A SUMMARY**

Note: Some Job Corps centers may be unable to generate the OSHA 300A Summary (Step #8 below) due to network security. If you are unable to generate your center's report, please contact Curtis Massey at massey.curtis@dol.gov or (202) 693-3096 with the following information: center name, and the numbers from Steps #6 and #7 below.

Instructions

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 at the top 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. (Note: If you have SHIMS access for more than one center, you will need to specify "JC Region" and "JC Center" in order to generate the OSHA 300A for a single center.)

5. Enter "Start Date" of 01/01/2010. Enter "End Date" of 12/31/2010.

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 2010 (i.e., January 1, 2010 – December 31, 2010).

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. Verify that the totals (number of cases, number of days, and injury and illness types) on the OSHA 300A for letters G through L and numbers 1 through 6 match the same totals on the OSHA 300 Log.

    a. In order to print the OSHA 300 Log in SHIMS, first click on "OSHA 301 Incidents" in the toolbar at the top of the page.

    b. Click on OSHA 300 Log in the toolbar on the left-hand side of the page.

    c. Change the "Search by" date to 2010.

    d. 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. (Note: If you have SHIMS access for more than one center, you will need to specify "JC Region" and "JC Center" in order to generate the OSHA 300 for a single center.)

    e. Click the "Start Search" button. This will generate a table listing all student and staff work-related injuries on the OSHA 300 Log for 2010.

    f. Click the "Print OSHA 300 Logs" button, which generates a PDF file that can be printed.

    g. Tally columns G, H, I, J, K, L, 1, 2, 3, 4, 5, and 6.

    h. Compare the totals on the OSHA 300 Log against the same totals on the OSHA 300A. If necessary, correct the OSHA 300A by hand.

11. The center director must sign the form (bottom right-hand corner) and initial any corrections.

12. 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, 2011, and remain posted through April 30, 2011.