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 SHIMS compatibility issues, which can be bypassed if you access SHIMS within the Job Corps Citrix environment. If you are unable to generate your center's report, please contact Brittany Jonas at jonas.brittany.n@dol.gov or (202) 693-2825 with the following information: center name; and the numbers from Steps #6 and 7 below.

INSTRUCTIONS

1. Login 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 01/01/2014. Enter "End Date" of 12/31/2014.

6. Type the annual average number of employees in the appropriate field. This number is **the average number of staff members, plus the average number of students** for calendar year 2014 (i.e., January 1, 2014 – December 31, 2014).

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 at left of the page.
    c. Change the "Search by" date to 2014.
    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. Change the "Search by" date to 2014.
    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, 2015, and remain posted through April 30, 2015.