

Instructions for Generating and Routing Student OSHA Forms 300A and 300 (Issued Jan. 2019)

INSTRUCTIONS

Generating Form 300A

1. Log in to the Employee Compensation Operations and Management Portal (ECOMP) as the OSHA Record Keeper (ORK).
2. Click on the “OSHA 300/300A Log Report” link in the toolbar on the left-hand side of the page.
3. The default “Create Report” dropdown is set to “OSHA 300/300A Log Report.” Do not change this.
4. Click on the “Exact Dates” button under “Date Range.”
5. Enter “From” date using numeric month/date/year (e.g., 01/01/2018) and “To” date (e.g., 12/31/2018).
6. Click on the “Change Filters” button.
7. Under the “1 Navigate to parent organization” box, click on the right-pointing arrow next to “OJC – OFFICE OF JOB CORPS-ENROLLEES” to expand the menu.
8. Click on the right-pointing arrow next to “1142 – ETA-JOB CORPS CENTERS-ENROLLEES” to expand the menu.
9. Scroll through list and single-click on your Job Corps center name.
10. Click on the blue “OK” button at the bottom of the window.
11. Click on the green “Summary Report” button.
12. Click on the white “Download (PDF)” button at the bottom right of the page; this will reload the report.
13. Click on the green “Download (PDF)” button at the bottom of the page.
14. Save PDF file as “Year_ Center name_ Center street address_ Center city_300A” on your computer’s desktop. For example, for Potomac Job Corps Center, the file name would be “2018_Potomac Job Corps_1 DC Village Ln SW_ Washington_300A”

Generating Form 300

15. Beginning from step 14 above, that is, saving a PDF file of Form 300, click on the green “Details Report” button.
16. After the report loads on the screen, click on the check box next to “Filter to show only recordable items.”
17. Click on the white “Download (PDF)” button at the bottom of the page.
18. After the report reloads, click on the green “Download (PDF)” button at the bottom of the page.
19. Save PDF file as “Year_ Center name_ Center street address_ Center city_300” on your computer’s desktop. For example, for Collbran Job Corps Center, the file name would be “2018_Collbran Job Corps_57608 Highway 330_Collbran_300”
20. Go to your computer desktop and open the OSHA Form 300A PDF file previously saved in order to fill in missing information (i.e., Establishment Information, Employment Information).
21. Scroll to page two of the OSHA Form 300A PDF and type in the center’s street address, state, and Zip.
22. For “Industry description,” type in “Job training program.”
23. For “North American Industrial Classification (NAICS),” type in “611519.”
24. Type in the annual average number of employees in the appropriate field. This number is **the average number of students** for the calendar year.
25. To calculate the total hours worked by all student employees, take the number of **work hours for a full-time student employee in a year** and multiply it by the **total number of student employees during that period**. Assuming full-time employees work 40 hours per week and 52 weeks a year, work hours for a full-time employee in a year is 2080.

Example: Assuming 1000 student employees and each worked 2080 this year the calculation would be $1000 \times 2080 = 2,080,000$ for the total hours worked by all student employees in a year.
26. The Job Corps center director must sign the form at the bottom right-hand corner, as well as type or write in the title, phone number, and date.
27. Verify that the totals (number of cases, number of days, and injury and illness types) on OSHA Form 300A for letters G through L, and numbers 1 through 6 match the same totals on OSHA Form 300.

28. The Center Director must initial any corrections made on OSHA Form 300A.
29. Post the signed OSHA Form 300A Summary in an area that is visible to all staff and students. The OSHA 300A must be posted no later than February 1 of each year and remain posted through April 30.
30. Email both OSHA Form 300 and OSHA Form 300A to the Office of Job Corps via safety@jobcorps.org with the subject line “[Center Name] [Reporting Year] OSHA Forms 300 and 300A.” For example: “Jacksonville 2018 OSHA Forms 300 and 300A.” Do not combine forms in one document. Each email should contain two separate attachments, one for OSHA Form 300 and another for OSHA Form 300A.