**Section 350.370 Annual Summary**

a) Basic Requirements

At the end of each calendar year:

1) Review the OSHA Form 300 to verify that the entries are complete and accurate, and correct any deficiencies identified;

2) Create an annual summary of injuries and illnesses recorded on the OSHA Form 300;

3) Certify the summary;

4) Post the annual summary; and

5) File such report electronically if required by Section 350.375

b) Implementation

1) The employer must review the entries as extensively as necessary to make sure that they are complete and correct.

2) To complete the annual summary:

A) Total the columns on the OSHA Form 300 (if no recordable cases, enter zeros for each column total);

B) Enter the calendar year covered, the employer's name, establishment name, establishment address, annual average number of employees covered by the OSHA Form 300, and the total hours worked by all employees covered by the OSHA Form 300; and

C) If using an equivalent form other than the OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) form, the summary used must also include the employee access and employer penalty statements found on the OSHA Form 300A.

3) A management executive must certify that the management executive has examined the OSHA 300 Log and reasonably believes, based on the management executive's knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

4) The management executive who certifies the log must be:

A) The highest-ranking management official working at the establishment; or

B) The highest-ranking supervisor at the establishment who has signature authority for the highest-ranking management official.

5) Post a copy of the annual summary in each establishment in a conspicuous place or places where notices to employees are customarily posted and ensure the posted annual summary is not altered, defaced or covered by other material.

6) Post the summary no later than February 1 of the year following the year covered by the records and keep the posting in place until April 30.

7) Electronically report no later than March 2nd for the prior calendar year.

(Source: Amended at 46 Ill. Reg. 3518, effective February 15, 2022)