OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Year 2025

Equivalent of OSHA's Form 300A, 29 CFR 1904.29(b)(4)

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	1
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	1	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Establishment information

Your establishment name: Sample Manufacturing Co., Inc. · Plant 2, packaging line 3

Street: 2200 Industrial Blvd

City: Fort Worth State: TX Zip: 76106

Industry description *(e.g., Manufacture of motor truck trailers)*: Corrugated and solid fiber box manufacturing

North American Industrial Classification (NAICS), if known *(e.g., 336212)*

3	2	2	2	1	1

Employment information *(If you don't have these figures, see the Worksheet on the next page to estimate.)*

Annual average number of employees: 85

Total hours worked by all employees last year: 168,300

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive: Hank Osei

Title: Plant Manager

Phone: (817) 555-0190

Date: 1 / 26 / 2026

Optional

Worksheet to Help You Fill Out the Summary

Year **2025**

Equivalent of OSHA's Form 300A, 29 CFR 1904.29(b)(4)

At the end of the year, OSHA requires you to enter the average number of employees and the total hours your employees worked on the Summary. If you don't have these figures, you can use the information on this page to estimate the numbers you will need to enter on the Summary page.

If you pay about the same number of employees every pay period throughout the year (e.g., about 100), then you can use that number as your annual average employment. If the number of employees fluctuates from pay period to pay period (e.g., your business is seasonal or your establishment grew or shrunk during the year), then you should use the formula below to calculate employment average.

How to figure the average number of employees who worked for your establishment during the year:

1	Add up and then enter the number of employees your establishment paid IN EACH PAY PERIOD during the year. Be sure to include all employees: full-time, part-time, temporary, seasonal, salaried, and hourly.	The total number of employees paid in all pay periods throughout the year =	1 2,210
2	Count and then enter the number of pay periods your establishment had during the year. Be sure to include any pay periods when you had no employees. For example, enter 26 if you have biweekly pay periods or 52 if you have weekly pay periods.	The number of pay periods during the year =	2 26
3	Divide the number of employees by the number of pay periods.	1 ÷ 2 =	3 85.00
4	Round the answer to the next highest whole number. Write the rounded number in the blank on the Summary page marked Annual average number of employees.	The number rounded =	4 85

For example, Acme Construction figured its average employment this way:

In this pay period . . .	Acme paid this many employees . . .
1	10
2	0
3	15
4	30
5	40
▼	▼
24	20
25	15
26	+10
	830

Number of employees paid = 830
Number of pay periods = 26
830 ÷ 26 = 31.92
31.92 rounds to 32
32 is the annual average number of employees

Note: Review your annual average number of employees to ensure it makes sense. Is it about the same as the number of employees working at your establishment on any given day? Is it bigger than your smallest number of employees in a pay period? Is it smaller than your biggest number of employees in a pay period? If the answer to any of these questions is "no," then the calculation may be incorrect.

Note: You CANNOT divide the total number of W2s by the number of pay periods to calculate average employment. You must add up the number of employees paid IN EACH PAY PERIOD and then divide by the number of pay periods.

How to figure the total hours all employees worked:

Include hours worked by salaried, hourly, part-time, and seasonal workers, as well as hours worked by other workers subject to day-to-day supervision by your establishment (e.g., temporary help service workers).

Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid, or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

If this number isn't available, you can use this optional worksheet to estimate it.

Optional Worksheet

	_____	Find the number of full-time employees in your establishment for the year.
×	_____	Multiply by the number of work hours for a full-time employee in a year.
	_____	This is the number of full-time hours worked.
+	_____	Add the number of any overtime hours as well as the hours worked by other employees (part-time, temporary, seasonal).
	_____	Round the answer to the next highest whole number. Write the rounded number in the blank on the Summary page marked Total hours worked by all employees last year.

From the payroll figures entered in 29Safety: **182,600** hours paid, less **14,300** paid hours not worked (vacation, sick leave, holidays), is **168,300** hours worked.