

# OSHA Form 300A

Customized for the Veterinary Profession by SafetyVet®

## Summary of Work-Related Injuries and Illnesses

Year 20\_\_ \_\_

U.S. Department of Labor  
Occupational Safety & Health Administration

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.

Form Approved OMB no. 1218-0176

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 |
| _____                  | _____  | _____  | _____                                  |
| (G)                    | (H)  | (I)  | (J)                                    |

### Number of Days

|   |                                     |
|---|-------------------------------------|
| Total number of days of job transfer or restriction | Total number of days away from work |
| _____   | _____                               |
| (K)   | (L)                                 |

### Injury & Illness Types

|                    |                            |       |
|--------------------|----------------------------|-------|
| Total number of:   | (3) Respiratory Conditions | _____ |
| (1) Injuries       | (4) Poisonings             | _____ |
| (2) Skin Disorders | (5) All other illnesses    | _____ |

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

#### Establishment information

Your Establishment's Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### Industry Description:

Veterinary Services       Other (e.g., boarding kennel) \_\_\_\_\_

Standard Industrial Classification (SIC), if known (see reverse) \_\_\_\_\_

#### Employment Information *(If you don't have these figures, see the worksheet on the back of this page to estimate.)*

Annual average number of employees \_\_\_\_\_

Total number of hours worked by all employees last year \_\_\_\_\_

**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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

# Worksheet to Help You Fill Out The Summary

At the end of the year, OSHA requires you to enter the average number of employees and the total hours worked by your employees 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 at the end of the year.

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

- ➊ Add the total number of employees your establishment paid in all pay periods during the year. Include all employees: full-time, part-time, temporary, seasonal, salaried and hourly.
 

The number of employees paid in all pay periods = ➊ \_\_\_\_\_
- ➋ Count the number of pay periods your establishment had during the year. Be sure to include any pay periods when you had no employees.
 

The number of pay periods during the year = ➋ \_\_\_\_\_
- ➌ Divide the number of employees by the number of pay periods
 

$\frac{\text{➊}}{\text{➋}} = \text{➍}$
- ➍ Round the answer to the next highest whole number. Write the rounded number in the blank marked *Annual average number of employees*.
 

The number rounded = ➍ \_\_\_\_\_

### For Example: ABC Veterinary Hospital figured its average employment this way:

|                 |                                    |  |         |
|-----------------|------------------------------------|--|---------|
| For pay period: | ABC paid this number of employees: |  |         |
|                 |                                    | Number of employees paid =                   | 830 ➊   |
|                 |                                    | Number of pay periods =                      | 26 ➋    |
|                 |                                    | 830 ÷ 26 =                                   | 31.92 ➌ |
|                 |                                    | 31.92 rounds up to                           | 32 ➍    |
|                 |                                    | 32 is the annual average number of employees |         |

  

|    |            |  |
|----|------------|--|
| 1  | 10         |  |
| 2  | 0          |  |
| 3  | 15         |  |
| 4  | 30         |  |
| 5  | 40         |  |
| ▼  | ▼          |  |
| 24 | 20         |  |
| 25 | 15         |  |
| 26 | <u>+10</u> |  |
|    | 830        |  |

## How to figure the total number of hours worked by all employees:

- 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 employees actually worked.
- If this number isn't available, you can use this optional worksheet to estimate it.
- \_\_\_\_\_ Find the number of full time employees in your establishment for the year.
- X** \_\_\_\_\_ 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 marked *Total hours worked by all employees last year*.

## Standard Industrial Classification (SIC) Codes

- Veterinary Clinic/Hospital**  
 0741 - *Veterinary Services for Livestock*  
 Use this code if the majority of your practice is livestock (cattle, hogs, sheep, goats and poultry) medicine
- 0742 - *Veterinary Services for Animal Specialties*  
 Use this code if the majority of your practice is equine, companion animal (dogs, cats) or exotics (including rabbits, pocket pets and birds except poultry) .
- Ancillary Animal Services**  
 0752 - *Animal Specialty Services, Except Veterinary*  
 Use this code if the primary function of the business is for animal grooming, boarding, training or showing. Included in this SIC are animal impoundment facilities and animal shelters (except humane societies).
- 8699- *Membership Organizations, Not Elsewhere*  
 Use this code if the primary function of the organization is a Humane Society that uses membership as a means of income.
- Veterinary Laboratories**  
 8734 - *Testing Labs*  
 Use this code if your primary business is providing testing services to veterinarians

**This explanation and customized log are brought to you compliments of SafetyVet®.**  
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