

MEMORANDUM

To: USC HR Partners

From: Deona Willes, MPH, Executive Director *DW*
Office of Environmental Health & Safety

Date: January 31, 2023

Subject: Summary Log of Work-Related Injuries and Illnesses
(OSHA Form 300A)

As we continue to move through the COVID-19 pandemic, the Trojan Family continues to strive toward excellence. OSHA regulations mandate that USC maintain and post records of work-related injuries and illnesses. The *Summary of Work-Related Injuries and Illnesses* (Form 300A) must be posted at all university work locations from February 1 through April 30.

We request that all HR Partners post a copy of the *Summary* (Form 300A) in accessible areas that are commonly visited by your department's employees, including off-campus locations (breakrooms, bulletin boards, etc.). We are aware that many are working remotely, and your buildings may be closed. However, if there are employees currently working in your buildings, please designate someone to post the 300A Summary log (attached). Compliance to this regulation is of utmost importance. Please ensure that the form is distributed in all areas of your responsibility.

Thank you for your assistance. If you have any questions or concerns, please send them to injuryprevention@usc.edu.