

# MEMORANDUM

January 8, 2026

Action Required - ANNUAL



Division of Facilities Management  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

**TO:** All Principals and Directors

**FROM:** Andrea L. Swiatocha, Deputy Chief *ALS*

**SUBJECT:** **Posting the Occupational Safety and Health Administration Form 300A, Summary of Work-Related Injuries and Illnesses**

## Summary

Each year, Montgomery County Public Schools (MCPS) is responsible for completing Occupational Safety and Health Administration (OSHA) Form 300, *Log of Work-Related Injuries and Illnesses*, for the Maryland Division of Labor and Industry, Maryland Occupational Safety and Health (MOSH). Records must be maintained and retained for five years following the end of the associated calendar year. Records must be available at schools and offices for inspection by MOSH representatives and the MCPS Systemwide Safety Programs team leader. During the week of January 26, 2026, you will receive via the Pony your facility's copy of the OSHA Form 300 that lists names of employees with recordable injuries and illnesses for the 2025 calendar year. **DON'T POST OSHA FORM 300**.

## Background

MOSH requires Maryland employers to maintain an annual log of serious work-related injuries and illnesses for each of their facilities. Employers are also required to post an annual summary form of worker injuries and illnesses at each of their facilities. These requirements help employers and employees evaluate the safety of their workplaces, identify hazards, and develop methods for preventing future work-related injuries and illnesses.

## Important Dates

- During the week of **January 26, 2026**, you will receive via the Pony your facility's OSHA Form 300 and OSHA Form 300A.
- All facilities must POST OSHA Form 300A from **Monday, February 2, 2026, through Thursday, April 30, 2026**.

## Action Required

- Retain the OSHA Form 300 in your records for five years. **DON'T POST OSHA FORM 300**.
- POST OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*, on a staff bulletin board or a similar area accessible to all staff members from **Monday, February 2, 2026, through Thursday, April 30, 2026**, as required by state law. The OSHA Form 300A will show the total number of recordable incidents for your facility. Names and injury/illness descriptions for individual cases are not provided on this form. **POST OSHA FORM 300A**.

## Links/Additional Information

- Information about employee injury/illness forms and employee injury reporting requirements is available on the [Systemwide Safety Programs](#) page.
- If you have questions, please contact Mr. Peter Park, team leader, Systemwide Safety Programs, Division of Facilities Management, at 240-740-7752 or via [email](#).

Approved by: *Adnan Mamoon*

Adnan Mamoon, Chief Operations Officer