



The Performance Letter

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competitive
advantage through
human resources

Nothing May Be Everything

Happy New Year! I noticed that the gym was packed this week with fresh promises that people were making to themselves. Why not? We're all capable of improving our lives, and now is the best time.

I spoke with a friend who turned 40 yesterday and asked her what her goals were for 2010. She said, "I don't want to accomplish anything," and she wasn't kidding. You don't have to change the world, lose 100 pounds, or make a million dollars to improve your life. Scaling back, relaxing, and making time to smile may be just as important. Maybe, even more important.

I wish you great success in the achievement of your goals for 2010, whatever they are.

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In addition to consulting and speaking, Scott Mastley, SPHR, MBA, coaches supervisors and managers through challenging circumstances.

For more information on coaching from MPG, [click here](#).

Call Scott if your emerging leaders - the future of your organization - could benefit from professional performance coaching.

Recordable or Not?

When an employee is injured on the job, you may need to record details of the injury to satisfy OSHA's recordkeeping requirements, and it's time to tidy up the forms for 2009.

- Complete the Log (form 300).
- List ONLY your recordable injuries/illnesses for 2009.
- Keep it in your file for 5 years.
- Complete the Summary (form 300A) and post it from Feb 1-April 30, 2010 where employees will see it.
- Then keep the Summary with the Log.

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We often find injuries listed that do not need to be on the log or included in the summary.

The forms and the instructions for completing them properly are at OSHA.gov. Remember, reporting a claim to your worker's compensation insurer does not make it recordable. To be recordable, it needs to meet the criteria outlined by OSHA. Also, you do not have to send the forms to OSHA unless requested.

To get the answers to your questions about OSHA recordkeeping, to be sure that you only record what's required on your OSHA Log and Summary, download MPG's recorded webcast, [Recordkeeping 101](#).

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