

Optional

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, 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 who worked for your establishment during the year:

1 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 = **1** _____

2 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 = **2** _____

3 Divide the number of employees by the number of pay periods.

$\frac{\mathbf{1}}{\mathbf{2}}$ _____

4 Round the answer to the next highest whole number. Write the rounded number in the blank marked *Annual average number of employees*.

_____ = **4** _____

For example, Acme Construction recorded its employees as follows:

For pay period...	Acme paid this number of employees		
1	10	Number of employees paid = 830	1
2	0		
3	15	Number of pay periods = 26	2
4	30		
5	40	$\frac{830}{26} = 31.92$	3
▼	▼	31.92 rounds to 32	4
24	20		
25	15		
26	+10	32 is the annual average number of employees	
	830		

How to figure the total 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 supervision by your establishment (e.g., temporary help agency workers).

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

If the number isn't available, you can use this optional worksheet to

Optional Worksheet

- _____ **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*.