ISSUE

MONTHLY JOURNAL OF MMA RISK MANAGEMENT SERVICES

THE RMS EXPRESS

OSHA 300 Logs

This is a reminder that your OSHA 300A Summary of Work-Related Injuries and Illnesses for calendar year 2024 is required to be posted in a conspicuous location or placed where employees frequent from February 1-April 30, 2025 If you have multiple locations such as a Public Works, Fire Department, and the Town Office in a third location, then department-specific 300A forms must be displayed, at each location, in a common area where notices to employees are usually posted.

OSHA's Form 300 over more Log of Work-Related Injuries and Illnesses								Attention: This form contains information mixing to employee health and must be used in a manner that putters the conductivity of employees to the event cossible while the information is being used for occupations using and health purposes.										
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To complete the annual OSHA 300A Summary, enter:

- 1. Total the columns on the OSHA 300
- 2.Log (if you had no recordable cases, enter zeros for each column total);
- 3. Enter the calendar year covered, the company's name, establishment name, establishment address, annual average number of employees covered by the OSHA 300 Log, and the total hours worked by all employees covered by the OSHA 300 Log
- 4. If you are using an equivalent form other than the OSHA 300-A summary form as permitted under §1904.6(b)(4), the summary you use must also include the employee access and employer penalty statements found on the OSHA 300-Α
- 5. Names are not recorded on the OSHA 300A



Risk Management Services Department

In Your Inbox

Once a year, payroll audits are performed for the members of the MMA Workers' Compensation Fund (WC). The Fund is required to complete these audits during the first quarter of each year for the previous coverage term of Jan 1, 2024 - Dec 31, 2024. The Workers' Comp audit compares the estimated annual payroll projections (which your entity provided to us the year prior) to the actual annual payroll totals at the end of the year. Therefore, if you overestimated your payroll, you may receive a contribution credit returned to your entity or vice versa if the reported payroll was underestimated. The audit process is important and with some planning can be completed with ease.

For more tools and information on WC Payroll Audits, please select Tools or contact us at: rmsunderwriting@memun.org

Unemployment Wage Report Due Jan 17, 2025

The Unemployment Fund has recently sent a request for your Quarter 4, 2024 Wage Reports.

Important Request: in an effort to improve data accuracy and ensure timely reporting, the Unemployment Fund is requesting that all participating members send their Quarter 4 Wage Report as an Excel export by January 17th, to the <u>ucfund@memun.org</u> or utilize our secure portal: https://www.memun.org/Risk-Management/Secure-Drop

If you have questions with regards to this new request, please email ucfund@memun.org or call 800-623-8428 and ask to speak with Denise Kolreg or Marcus Ballou.

This issue:

- **OSHA 300**
 - In Your Inbox -
 - WC Payroll Audit
 - Unemployment Comp Wage Reports
 - Secure File Drop
- Email Continuity

Safe & Secure File Drop

When you have a large file exceeding email limits or have confidential data to send MMA Risk Management Services, we have a Secure File Drop Portal that will accomplish that task for you. Please follow the instructions below:

1.Goto:

https://www.memun.org/Risk-Management/Secure-Drop

- 2.Select your entity from the Member Selection Dropdown. Hint: if you type the first letter of your entity name, the dropdown will scroll to that point in the alphabet.
- 3. Enter your Name as the sender.
- 4. Enter your email address.
- 5. Select the type of data to be uploaded under "Subject of Upload".
- 6. Select the files that you wish to upload or drag the files over to the Box.
- 7. Select the Submit button.
- 8. You will then see "Success! Your file has been submitted".

Email Continuity

MMA Risk Management Services Underwriting Team is encouraging Members to submit questions and requests to our common email address:

rmsunderwriting@memun.org.

By utilizing the common email address, we can ensure that we are here for you when you need us, regardless of vacations, illnesses, or positional updates. If one person is unavailable, others can step in to help with your requests.