Injury and Illness Reporting – OSHA 300A Posting and OSHA's Electronic ITA

Required Postings

Each Employer's Injury and Illness, recordkeeping and reporting records must be maintained from each establishment and worksite for at least five years. The OSHA 300A Summary must be posted from February 1st through April 30th in a conspicuous location accessible to all company employee for the injuries and illnesses recorded the previous year. For a copy of the OSHA forms, click HERE.

OSHA's Electronic Injury Tracking Application

March 2, 2022, is the deadline for electronically reporting your OSHA Form 300A data for calendar year 2021. Collection began January 2, 2022.

Remember, not all establishments need to submit their OSHA 300A Data. Review which establishments do not need to provide their data. Click HERE to learn more.

WHO

Establishments with 250 or more employees that are currently required to keep OSHA injury and illness records, and establishments with 20-249 employees that are classified in certain industries with historically high rates of occupational injuries and illnesses.

If employers in State Plan states have questions about their obligation to submit injury and illness information, please contact your State Plan office.

WHAT

Covered establishments must electronically submit information from their OSHA Form 300A. It is important to note that only the 300A is required at this time. OSHA forms 300 and 301 are not currently required for any size establishment.

WHEN

In 2022, covered establishments must submit information from their completed 2021 Form 300A by March 2.

HOW

Covered establishments must submit information from their 300A electronically. This is done by visiting OSHA's Injury Tracking Application (ITA) webpage, found HERE. Injury and illness data can be submitted by uploading a CSV file of by using the web entry function. If you have already provided your establishment information for a previous collection (or collections), you only need to click on "View establishment list," select the already-entered establishment, and provide the new 300A summary data.
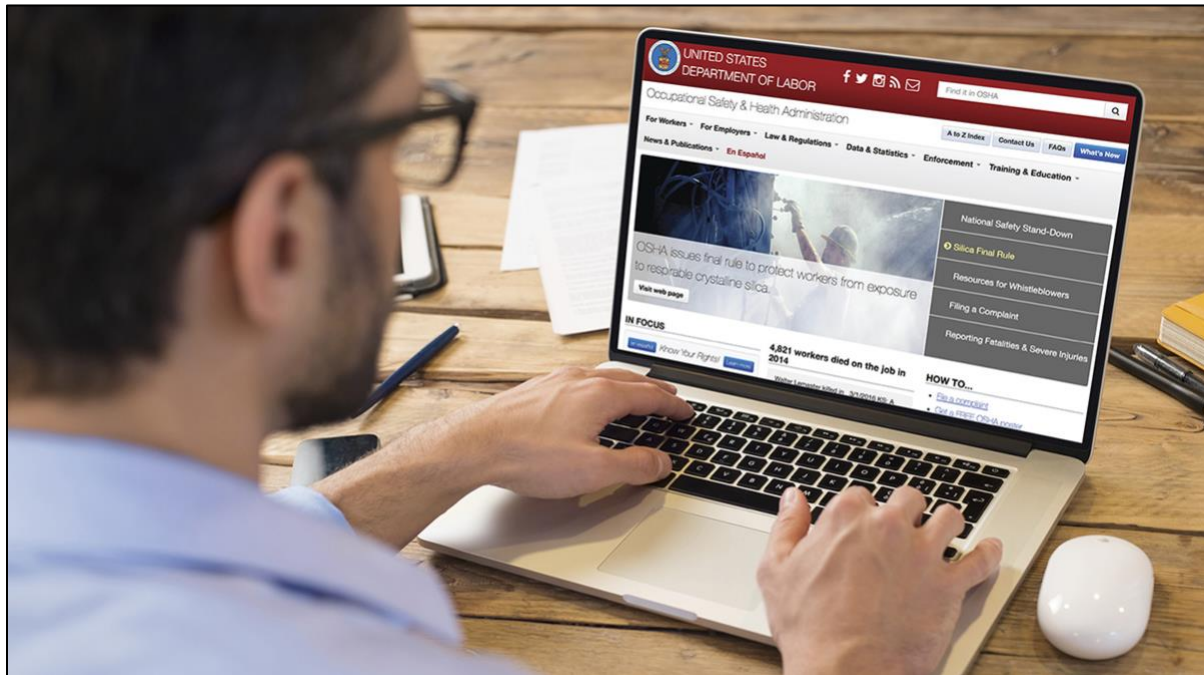
Additional Resources

In addition to providing access to the Injury Tracking Application (ITA), OSHA's Injury Reporting webpage provides numerous resources for employers, including FAQ's and job aids about Injury Reporting and the ITA. These resources will assist employers in evaluating if they are covered and how to report.

If you have any questions about OSHA Recordkeeping and Reporting requirements, please reach out to NECA Safety, Wes Wheeler or Mike Starner.

* Source OSHA Injury Reporting webpage

Save the Date – NECA's OSHA Injury Tracking Rule and Application Webinar

NECA Safety will be conducting a webinar that reviews OSHA rules that improve tracking of workplace injuries and illnesses. Attendees will learn what is required, who is exempt, and how to submit their data using OSHA's Injury Tracking Application (ITA).

* Source OSHA Injury Reporting webpage