

RISK CONTROL CONSULTING

OSHA Log Summary Reminder–February 1st Deadline

Employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses unless listed as an exempt industry. The list of exempt industries was recently updated, so make sure to check the link below to determine if your industry is exempt. Newly covered industries that are no longer exempt can also be accessed using the link below. Beginning February 1st, employers must tabulate and post their annual OSHA log summary (Form 300A) in a conspicuous area through April 30, 2021.

Posting

The majority of the data listed on OSHA Form 300 may be easily transferred to the OSHA Form 300A summary. Additional information that is required includes:

•	Total number of job-related injuries and illnesses that occurred
•	Annual average number of covered employees
•	Total hours employees worked during the calendar year

Even if you had no recordable injuries or illnesses for 2020, you must post the OSHA Form 300A and list zeros on the total line. All summaries must be certified by a company executive. Additionally, records must be kept for a period of 5 years.

Copies of OSHA Forms 300, 300A, and 301 are available at:
<https://www.osha.gov/recordkeeping/RKforms.html>

There are 28 states and U.S. territories that have their own OSHA-approved occupational safety and health programs, referred to as [State Plans](#). All State Plans have recordkeeping and reporting requirements in place.

Employers under State Plans should check their state OSHA website to determine if recordkeeping and reporting parameters differ from Federal OSHA requirements. See link below “State Plan Adoption of OSHA’s Revised Reporting Requirements (as of 2/21/18).”

Electronic Submission

Establishments with 20-249 employees that are required to keep OSHA injury and illness records, and establishments that are classified in [certain industries](#) must electronically submit the information from Form 300A no later than March 2, 2021.

To access the Injury Tracking Application launch page, visit:
<https://www.osha.gov/injuryreporting/index.html> and click on *Launch the Injury Tracking Application*.

The electronic submission requirement applies to all employers, including those located in states that have State Plans.

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Resources and Links

[State Plan Adoption of OSHA's Revised Reporting Requirements \(as of 2/21/18\)](#)

[Employers Not Required to Keep OSHA Injury and Illness Records](#)

[Newly Covered Industries](#)

[Industries Covered by Recordkeeping Rule](#)

[FAQs about the ITA](#)

[Tutorial on Completing the Recordkeeping Forms](#)

[Covered Employees](#)

[Detailed Guidance for OSHA's Injury and Illness Recordkeeping Rule](#)

For additional information contact:

Tribal First Risk Control Solution Center Toll Free Help Line: (888) 737-4752.

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