

# A Snapshot in Safety and Risk

## OSHA Reporting, Recordkeeping, and Posting Requirements Posting Deadline Approaching

The Federal Occupational Safety and Health Administration (OSHA) has specific requirements for:

- Reporting serious accident fatalities
- Maintaining injury and illness records
- Posting of annual summary of injuries and illnesses (Deadline Approaching)

The information that follows outlines Federal OSHA requirements relative to each of the above areas. Failure to comply with any of these requirements may result in significant citations and fines. State run OSHA program (<https://www.osha.gov/stateplans>) requirements may vary slightly. State and Federal-OSHA consultation offices can be an effective resource and answer specific questions related to all areas of OSHA compliance. Requesting information or questions in any area of OSHA compliance will not trigger inspections or action on OSHA's part.

### **Reporting Serious Accidents and Fatalities**

Federal and State OSHA plans require that all serious accidents and fatalities be reported to OSHA.

- Serious accidents can be classified as in-patient hospitalization, amputation, or loss of an eye and must be reported within 24 hours of the incident.
- Employee on the job fatalities must be reported within eight hours.

State run programs all have reporting requirements, but they may vary slightly. Employers under state run programs should check with their local OSHA consultation office to confirm parameters as failure to report within specified time periods can result in costly fines and citations. Other agencies, such as medical providers, are also required to report serious accidents, hospitalizations, and fatalities to OSHA but their reporting does not qualify as the employer report.

**\*Accidents that are required to be reported to OSHA will likely trigger a visit and inspection from OSHA compliance.**

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## **Recordkeeping**

Employers with more than 10 employees are required to maintain the OSHA 300 Log (<https://www.osha.gov/recordkeeping/forms>) for all work-related injuries and illnesses unless the establishment is classified as a [partially exempt industry](https://www.osha.gov/sites/default/files/publications/OSHA3746.pdf) <https://www.osha.gov/sites/default/files/publications/OSHA3746.pdf>.

Injuries and Illnesses must be logged within seven calendar days of receiving information about the case. Employers should not rely on third party resources such as the insurance carrier's claims management system to produce their 300 Log. The log should be managed by the employer. Accessing the link provided will take the user to a comprehensive guide to assist in proper completion of the 300 Log.

## **Posting**

At the end of each calendar year, review the OSHA 300 Log, verifying that entries are complete and accurate. After correcting any deficiencies:

1. Create an annual summary ([OSHA 300A](#)) of injuries and illnesses recorded on the OSHA 300 Log in 2021.
2. Certify the summary.
3. Post the annual summary in each establishment in a conspicuous area, or places where notices to employees are customarily posted, from February 1, 2022 through April 30, 2022.

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 2021, you must post the OSHA Form 300A listing zeros on the total line. All summaries must be certified by a company executive. Additionally, records must be kept for a period of five years.

Copies of OSHA Forms 300, 300A, and 301 are available at:

<https://www.osha.gov/recordkeeping/RKforms.html>.

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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, 2022**.

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

This standard applies to all employers, including ones located in state plan states.

## **Resources and Links**

**State Plan Adoption of OSHA’s Revised Reporting Requirements (as of 2/21/18):**  
<https://www.osha.gov/recordkeeping/2014/state-adoption-table>

**Employers Not Required to Keep OSHA Injury and Illness Records:**  
<https://www.osha.gov/recordkeeping/presentations/exempttable>

**Newly Covered Industries (2015):** <https://www.osha.gov/recordkeeping/2014/reporting-industries>

**Industries Covered by Recordkeeping Rule:**  
<https://www.osha.gov/recordkeeping/presentations/covered>

**FAQs about the ITA:** <https://www.osha.gov/injuryreporting>

**Tutorial on Completing the Recordkeeping Forms:**  
<https://www.osha.gov/recordkeeping/tutorial>

**Covered Employees:** <https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.31>

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**Detailed Guidance for OSHA's Injury and Illness Recordkeeping Rule:**

<https://www.osha.gov/recordkeeping/entry-faq>

**Reporting a Fatality or Severe Injury:** <https://www.osha.gov/report>

**For additional information contact:**

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

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