Have you Posted Your Form 300A Yet?: Injury and Illness Reporting and Posting



Employers must prominently display 2017 summary of work-related injuries and illnesses – Form 300A – in their workplaces from Feb. through April.

OSHA Injury and Illness Recordkeeping and Reporting Requirements

Recordkeeping Requirements

Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. (Certain low-risk industries are exempted.) Minor injuries requiring first aid only do not need to be recorded.

- How does OSHA define a recordable injury or illness?
- How does OSHA define first aid?

This information helps employers, workers and OSHA evaluate the safety of a workplace, understand industry hazards, and implement worker protections to reduce and eliminate hazards –preventing future workplace injuries and illnesses.

Maintaining and Posting Records

The records must be maintained at the worksite for at least five years. Each February through April, employers must post a summary of the injuries and illnesses recorded the previous year. Also, if requested, copies of the records must be provided to current and former employees, or their representatives.

- Get recordkeeping forms 300, 300A, 301, and additional instructions.
- Read the full OSHA Recordkeeping regulation (29 CFR 1904).

Updated Electronic Submission of Records

The Injury Tracking Application (ITA) is accessible from the ITA launch page, where you can provide the Agency your 2017 OSHA Form 300A information. The date by which **certain** employers are required to submit to OSHA the information from their completed 2017 Form 300A is July 1, 2018.

- Learn about OSHA’s rule on submitting injury and illness records electronically.

Severe Injury Reporting

Employers must report any worker fatality within 8 hours and any amputation, loss of an eye, or hospitalization of a worker within 24 hours.

- Learn details and how to report online or by phone.