



OSHA's Form 300 (Rev. 01/2004)
Log of Work-Related Injuries and Illnesses

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.5 (this case file is for a single case; if you need to record more than one injury or illness, you must complete a separate OSHA Form 300 for each injury or illness). If you're not sure whether a case is recordable, call your local OSHA office for help.

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g., Loading dock, north end)	(F) Describe injury or illness, part or body/area affected that directly resulted from accident
Arby Aberdeen	Painter	Painter	01 / 03	Back Office	Left shoulder pain
Jensen	Worker	Worker	05 / 10	Warehouse	Worker injury
			05 / 31	Warehouse	
			06 / 01	Warehouse	
			06 / 02	Warehouse	
					Left eye



2024

COMPLIANCE GUIDEBOOK

Electronic Submission of Injury and Illness Data to OSHA

INTRODUCTION

OSHA mandates that employers maintain an "OSHA log" to track injuries and illnesses. In recent years, OSHA has also required many employers to electronically submit this data to OSHA for its review. In a decisive step towards improving transparency in workplace safety, **OSHA has introduced a major update to the submission rule this year, emphasizing even more on the significance of compliance.**

This comprehensive guidebook has everything you need to know about the latest OSHA electronic recordkeeping requirements and how to avoid penalties for non-compliance.

HIGHLIGHTS

- Employers are required to electronically submit injury data directly to OSHA on an annual basis. Injury data from 2023 must be submitted no later than **March 2nd, 2024**.
- Establishments with **20 or more employees** from selected industries and all establishments covered by the recordkeeping rule with **250 or more employees** must submit 300A data.
- **NEW:** Establishments with **100 or more employees** in designated industries **must submit their OSHA 300 and 301 forms**, in addition to the 300A summary.
- **NEW:** Employers must submit their legal company name along with the submitted data.
- **NEW:** OSHA has reaffirmed its commitment to ensure companies comply with this rule. Failure to submit injury data can result in a significant fines and trigger an OSHA inspection.
- Violations for materially false, fictitious, or fraudulent statements can be punished by a fine or by imprisonment of not more than five years, or both.
- The electronic submission requirements **do not change** any employer's obligation to complete and retain injury and illness records.

2023 Injury Data
Must Be Submitted
No Later Than
March 2, 2024



Employers with access to OSHAlogs.com can submit with a simple click-of-a-button via its industry leading Electronic Submission Wizard.

(See last page for sign-up details.)


In a bold move aimed at enhancing workplace safety transparency, OSHA has unveiled a significant revision to the submission rule this year, doubling down on the importance of compliance.

OSHA INTENSIFIES FOCUS ON DATA SUBMISSION


Under the new regulations, **establishments with 20 to 249 employees in specific industries must continue to electronically submit data** from their OSHA Form 300A summary to OSHA once a year. OSHA cements this process as crucial in identifying potential hazards, ensuring compliance, and safeguarding the health and well-being of workers across diverse industries. Non-compliant companies face fines and comprehensive OSHA inspections.

MORE DATA REQUIREMENTS

The new regulations also target establishments within specific designated industries that employ 100 or more individuals. Such employers are now mandated to electronically submit comprehensive details from their OSHA Forms 300 and 301 to OSHA annually. **This is a pivotal shift in compliance standards.**



New rules go
into affect
Jan 1, 2024



"...Congress intended for reporting procedures that would provide OSHA and the public with an understanding of the safety and health problems workers face, **and [these new] rules are a big step in finally realizing that objective**...OSHA will use this data to intervene through strategic outreach and enforcement to reduce worker injuries and illnesses..."

Doug Parker
OSHA administrator

WHAT SIZE EMPLOYERS MUST COMPLY?

The first criterion is based on the **number of employees at an establishment**, which is defined as a single physical location where business is conducted or services/industrial operations are performed. An employer may consist of one or more establishments.

To determine whether an establishment needs to submit data to OSHA, one must determine its **peak employment during the last calendar year**. Each individual employed at any time during the calendar year, including full-time, part-time, seasonal, and temporary workers, counts as one employee.



NUMBER OF EMPLOYEES

250+
EMPLOYEES

Establishments required to keep OSHA injury and illness records must electronically submit information from the **OSHA Form 300A** to OSHA annually.

100+
EMPLOYEES

Establishments required to keep OSHA records in designated industries must submit data from the **OSHA Form 300**, **OSHA Form 300A**, and **OSHA Form 301** to OSHA annually.

20-99
EMPLOYEES







Establishments required to keep OSHA records in designated industries must electronically submit data from the **OSHA Form 300A** to OSHA annually.

11-19
EMPLOYEES

Establishments required to keep OSHA records are **exempt from submitting data** electronically to OSHA annually.

WHICH INDUSTRIES MUST COMPLY?

Establishments with 20 to 249 employees in the industry groups outlined below, as categorized by their 2017 NAICS code, are mandated to electronically provide their OSHA 300A data to OSHA, as shown in column A. Furthermore, all establishments mentioned in column B are also required to submit both their 301 and 300 data.

		COLUMN A: 300A DATA	COLUMN B: 300 & 301 DATA	
11	AGRICULTURE 64 NAICS Codes	ALL NAICS	57 NAICS	
22	UTILITIES 14 NAICS Codes	ALL NAICS	NONE	
23	CONSTRUCTION 31 NAICS Codes	ALL NAICS	11 NAICS	
31 thru 33	MANUFACTURING 346 NAICS Codes	ALL NAICS	156 NAICS	
42	WHOLESALE TRADE 71 NAICS Codes	71 NAICS	23 NAICS	
44 thru 82	GENERAL INDUSTRY 145 NAICS Codes	145 NAICS	97 NAICS	

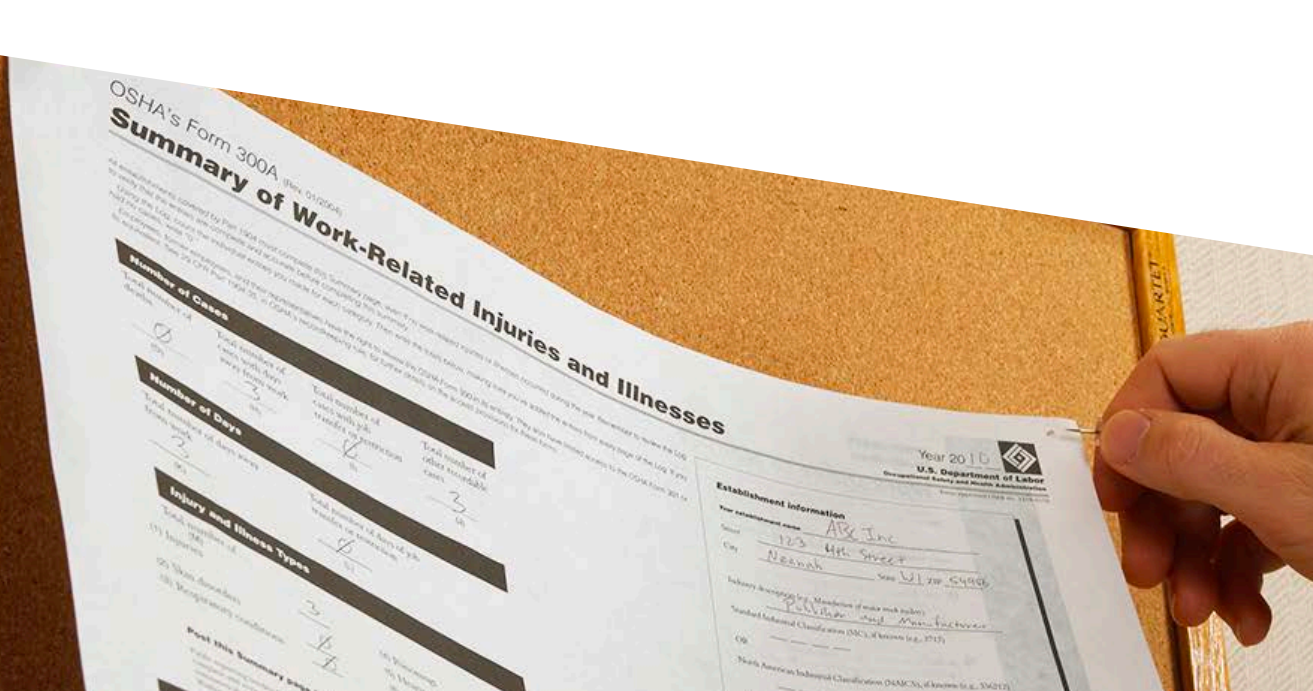
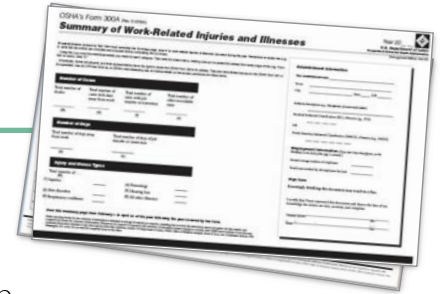
REMEMBER: All establishments with 250 or more employees in industries covered by the recordkeeping regulation must electronically submit OSHA 300A OSHA.

WHAT DATA MUST BE SUBMITTED FROM THE 300A?

The submission requirements mandate that essential information be provided for each necessary establishment, and this data should be derived from the completed 2023 OSHA 300A Form of each respective establishment.

OSHA 300A DATA

- Legal Company Name
- Federal Tax ID Number
- Establishment Name
- Full Address
- Size of Establishment
- Establishment Type
- NAICS Code
- Year
- Average Annual Employees
- Total Hours Worked
- Number of cases with days away from work
- Number of cases with job transfer or restriction
- Number of other recordable cases
- Number of days away from work
- Number of days job transfer or restriction
- Number of death cases
- Number of injuries, skin disorders, respiratory conditions, Poisonings, other illnesses



WHAT DATA MUST BE SUBMITTED FROM THE 300 & 301?

Each required establishment must submit the following information, which should be sourced from the respective establishment's completed 2023 OSHA 300 & 301 Forms.

OSHA 300 LOG DATA

All information from the 300 Log will be required, except for personally identifiable information such as employee names.

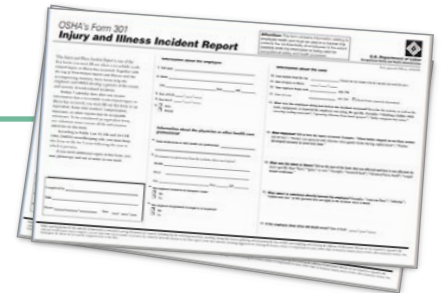
- Job Title
- Incident Date
- Incident Description
- Incident Classification
- Number of Days Away
- Number of Day Restricted



OSHA 301 INCIDENT DATA

All information from the 301 Incident report will be required, other than personally identifiable information such as employee name, caring physician, and treatment facility information.

- Incident Date
- Hire Date
- Birth Date
- Gender
- Time Employee Began Work
- Time of Incident
- What employee was doing before the incident occurred?
- What happened?
- What was the injury or illness?
- What object or substance directly harmed the employee?
- If the employee died, date of death.



TRANSPARENCY AND PUBLIC ACCESS TO DATA

OSHA intends to **post data from the annual electronic submissions on a public website** after identifying and removing information that could reasonably be expected to identify individuals directly, such as individuals' names and contact information. OSHA expects employers, workers, labor organizations, researchers and others will be able to use information to identify problems and make workplaces safer.



Regulators

Regulators will use OSHA recordable data to assess and enforce workplace safety compliance, identify high-risk industries, and prioritize inspections.



Labor Unions

Labor unions will likely use this data to gain support for their organizing efforts, claiming the data proves an employer is not protecting its workers.



Competitors

Competitors may exploit OSHA recordable data to undermine a rival company's reputation and market position based on safety-related shortcomings.



Investors

Investors perceive companies with strong safety records as well-run, indicating good management and making them more attractive investments.



Insurance Companies

Insurance companies can use OSHA recordable data to calculate insurance premiums based on a business's safety risk profile.



Workers

Employees will use OSHA recordable data to make informed decisions about choosing workplaces with better safety records.

NEW DANGERS OF OVER-REPORTING

Over reporting incidents can seriously harm a company's reputation, erode trust, and invite scrutiny from regulatory bodies, unions, and the public, as it distorts the true safety picture and may result in increased regulatory actions.

However, companies using OSHAlogs.com have the advantage of accessing experts who can help evaluate the recordability of incidents, ensuring accurate reporting and compliance with OSHA submissions.



PREPARE FOR OSHA VISITS

OSHA will generate inspection lists of establishments called Site Specific Targeting Inspections, or SST for short. **This will be OSHA's main method of scheduling programmed comprehensive ("wall-to-wall") inspections for most industries.**

SST provides a year-long site-specific targeting inspection plan based upon the data submitted.

So who exactly is going to be targeted based upon the data submitted? **There are four groups OSHA is targeting:**



1

This first are **HIGH RATE ESTABLISHMENTS**. Those are establishments with elevated days away, restricted or transferred rates (DART).

2

The second category is **UPWARD TRENDING ESTABLISHMENTS**. OSHA will identify for inspection establishments with rates above their industry's national average.

3

The third category is **LOW RATE ESTABLISHMENTS**. OSHA will identify for inspection representative establishments with low DART rates to address potential concerns regarding under-reporting of incidents.

4

Finally, those establishments that **DID NOT ELECTRONICALLY SUBMIT** their data will receive additional attention regarding recordkeeping, likely including citations for failing to electronically submit.

Site Specific Targeting is part of OSHA's ongoing effort to require establishments provide safe work places for their employees.

PENALTIES FOR NON-COMPLIANCE


OSHA has stated that illness and injury records **play a crucial role** in OSHA's ability to effectively target workplaces where employees are exposed to serious hazards. Therefore, OSHA has warned employers they intend to ensure **full compliance** with this regulation.

FINES


If the employer was required to submit the data and did not attempt to do so, OSHA may fine the employer up to **\$15,625 for non-compliance**. Additional fines may be levied against additional citations that are found.

PRISON

OSHA warns violations for materially false, fictitious, or fraudulent statements can be punished by a fine or by **imprisonment of not more than five years**, or both.



Employers can be fined **\$15,625** for failure to comply.



Violations for false statements can be **punished by imprisonment up to five years!**



SUBMISSION OPTIONS

OSHA launched its Injury Tracking Application (ITA), a web site for the electronic submission of OSHA recordkeeping information. You can choose from three methods to submit your injury data:

1. Manual Entry

For those organizations without access to OSHA recordkeeping software, you will be required to complete a manual submission to OSHA. You will first need to add your establishments to the application by creating profiles for them. Once you have set up your establishments, you can then enter and submit OSHA 300A data for each one via a web form. This includes 26 points of data per establishment.

2. Upload CSV File

The ITA offers the option to upload a CSV file containing this data for all of your establishments at one time. Still, you will need to submit 26 points of data in the correct format for the data to be accepted.

3. Instant Submission

For companies with access to OSHAlogs.com, submit directly to OSHA with a click-of-a-button. No uploads or logging into cumbersome government websites. Verify your data and push submit via our industry-leading [electronic submission wizard](#).

Submit with OSHAlogs.com
for an easy and error free
electronic submission!



CHECKLIST: WHAT SHOULD EMPLOYERS DO NOW?

Now that you're caught up on the electronic recordkeeping requirements, here are your takeaway action items:

- ✔ Audit 2023 OSHA records to ensure all data is correct and complete.
- ✔ Electronically submit 2023 injury data to OSHA by March 2nd, 2024.
- ✔ Confirm you have completed your 2018, 2019, 2020, 2021, and 2022 OSHA records in preparation for an OSHA audit.
- ✔ Confirm you have all the 300, 300A, and 301 forms for each year.
- ✔ Ask your agent about OSHAlogs to simplify OSHA recordkeeping for your organization.





HOW OSHALOGS.COM CAN HELP

OSHAlogs.com simplifies electronic submission compliance by automatically verifying and submitting your data to the federal government. Our team of experts is also on hand to assist with any questions you might have!

OSHAlogs.com Makes Electronic Submission Unbelievably Easy

