5 Steps for OSHA 300 Reporting

By: Rich Martin | Optimum Safety Management

OSHA Recordkeeping Submissions (OSHA 300A summary) must be completed by March 2. Here’s what you need to do to prepare:

• Ensure an injury and illness report (OSHA 301 Form) has been created for each incident that occurred in 2019.

• Ensure each of these injuries have been logged on the OSHA 300 - Log of Work-Related Injuries and Illnesses Form.

Reminder: a recordable injury is any injury that requires more than first aid. If the worker needed stitches, splints, prescription medications, etc. this is a recordable injury. It is also a recordable injury if the worker was admitted to the hospital for observation only.

Any injuries involving fatalities, amputation, loss of eye(s) or admission to a hospital for treatment are reportable injuries. All reportable injuries must be reported to OSHA within 24 hours (8 hours for a fatality) of the employer becoming aware of the incident.

Once this is done, use the 300 log to develop the OSHA 300A summary report, which you will submit to OSHA.

Here are five steps that must be be completed to be in compliance with OSHA recordkeeping standard 1904.32.

1. REVIEW: the OSHA 300 log for 2019 must be reviewed for accuracy (and updated if necessary).

2. SUMMARIZE: using the related OSHA 300A form, create an annual summary of injuries and illnesses record on the OSHA 300 log.

3. CERTIFY: once the summary is complete, a “company executive” must certify that they reviewed the information for accuracy (signature required).

4. POST: the summary (OSHA 300A form) must be posted in each establishment in a conspicuous place or places where notices to employees are customarily posted. It must be posted by no later than Feb. 1 and remain posted through April 30. *Note - you must ensure the posted annual summary is not altered, defaced or covered by other material.
5. **SUBMISSION:** once your OSHA 300A form is completed, you can submit it using OSHA’s online app. If this is your first time using the app, you will need to create an account and input your organization’s information. The app walks you through the process and the setup is user-friendly. You can access the app at: [https://www.osha.gov/injuryreporting/ita](https://www.osha.gov/injuryreporting/ita).

Note - your OSHA 300A form is what is primarily used in the registration process for FCA’s CREST Awards. Once your form is complete, it won’t take you long to enter CREST!

The entry deadline for the CREST Awards is Feb. 7. Visit [www.esafetyline.net/fcaaward](http://www.esafetyline.net/fcaaward) to register for the CREST Awards!

**About the Author**
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