

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

300 REPORTING



OSHA is taking information that's already required to be collected by employers and asking for the information to be submitted under certain guidelines. Learn more about the updated guidelines [here](#).



WHAT'S NEW?

- ▶ Severe-injury employers must report any worker fatality within **8 hours**.
- ▶ Any amputation, loss of an eye, or hospitalization of worker must be reported within **24 hours**.
- ▶ Employers **must report the injury directly to a person, they cannot leave a message.**
 - ▶ State plans have their own reporting phone number. Use this number unless it's after-hours — then report to Federal OSHA.
- ▶ Certain machine injuries (such as press breaks and point of operation) need to be reported directly to OSHA within **30 days**.



WHO NEEDS TO FOLLOW THESE GUIDELINES?

- ▶ All employers with 10 or more employees must follow the guidelines.
- ▶ States that operate their own job safety and health programs, also known as OSHA State Plan states, must adopt requirements that are substantially identical to the requirements in this rule.



WHAT AND HOW TO REPORT:

Records need to be kept whether there is a death, injury, illness, lost work time or restriction, job transfer, other injury requiring treatment beyond [first aid](#).

If there are no deaths, injuries, illnesses, etc. employers still need to post the summary and keep the record for **five years**.

OSHA now offers [online reporting!](#)

ANNUAL ELECTRONIC SUBMISSION OF PART 1904:

- ▶ Employers with 250+ employees at any time during the calendar year must submit all forms by **March 2, 2019**.
- ▶ Employers who have 20-249 employees during a calendar year, and are classified in an industry listed in [Appendix A](#), must submit form 300A by **March 2, 2019**.
- ▶ If your establishment is not listed in either of the above categories, then you must submit information from injury and illness records to OSHA only if OSHA notifies you to do so for an individual data collection.

BENEFITS:

- ▶ Electronic submission of establishment-specific injury and illness data will enable OSHA to use its enforcement and compliance assistance resources more efficiently.
- ▶ Analysis of the data will improve OSHA's ability to identify, target, and remove health and safety hazards, thereby preventing workplace injuries, illnesses, and deaths.
- ▶ The data will be posted on OSHA's website, so employers can use this information to benchmark their own safety performance.

Source:

[Occupational Safety and Health Administration \(OSHA\)](#)