

Electronic Submission of Injury and Illness Records to OSHA (due March 2nd)

Companies should take note that 2018 injury and illness data will be due soon (**March 2, 2019**)! OSHA provides a website that offers three options for data submission. First, users are able to manually enter data into a webform. Second, users are able to upload a .CSV file to process single or multiple establishments at the same time. Last, users of automated recordkeeping systems will have the ability to transmit data electronically via an API (application programming interface). The Injury Tracking Application (ITA) is accessible from the [ITA launch page](#), where you are able to provide the OSHA all applicable forms.

Who Must Report?

- Establishments with 20-249 employees in [certain high-risk industries](#) must submit information from their 2018 Form 300A by **March 2, 2019**.
- Establishments with 250 or more employees in industries covered by the recordkeeping regulation must submit information from all 2018 forms (300A, 300 and 301) by **March 2, 2019**.
 - **Note:** OSHA has published a Notice of Proposed Rulemaking (NPRM) to amend and remove the requirement to electronically submit the OSHA Form 300 (Log of Work-Related Injuries and Illnesses) and OSHA Form 301 (Injury and Illness Incident Report) for establishments with 250 or more employees. However, at this time the rule and deadline stand.

Posting & Maintaining Records

Each **February 1st through April 30th**, employers must post a summary of the injuries and illnesses recorded the previous year. The annual summary (300A Form) is to be posted in each establishment in a conspicuous place (or places) where notices to employees are customarily posted. Ensure that posted summaries are not altered, defaced or covered by other material. If requested, copies of these summaries must be provided to current and former employees, or their representatives. The records must be maintained at the worksite for at least five years.

Affinity Consultants can assist with electronic submission of OSHA Injury and Illness forms. If you have any related questions, or any other safety or environmental needs, please contact *Tim Schwendeman* at 330-854-9066 x12.