

Brought to you by the Safety & Risk Consulting Team at Clark Insurance.
Pictured below: Tim McCarty, Director - Safety & Risk Consulting.



OSHA 300A Forms Must be Electronically Reported by March 2, 2019

We are going to answer three common questions today:

- 1) Do the OSHA reporting rules apply to my company?
- 2) Which forms do I need to complete?
- 3) How do I submit a form electronically?

1) Do the OSHA reporting rules apply to my company?

There are a number of rules, but when we are talking about the 300A form, these are the ones you need to know about:

- If your company's industry is on [this list](#), you are required to electronically submit the 300A form.
- If you had fewer than 19 employees (max) throughout 2018, you are exempt from electronically submitting the 300A form (i.e. not a 'covered establishment'). Note: If you have fewer than 10 employees (max, at any time throughout the year), you are exempt from recording injury data completely.
- If the establishment had a peak employment **between 20 and 249 employees** during the previous calendar year **AND** the establishment's industry is not on [this list](#), you are exempt.

For more information, contact Tim McCarty, or visit OSHA's [website](#).

2) Which forms do I need to complete?

You may have heard of a few different OSHA reporting forms. We want to mention them because some of them used to be required to be submitted at the same time as the 300A, but that is no longer the case.

If you are required to complete these forms, you must hold on to the form and maintain it for five years:

Form 300: Log of Work-Related Injuries & Illnesses. This used to be required to be submitted electronically. It is no longer required.

Form 301: Injury and Illness Incident Report for establishments with 250+ employees. This used to be required to be submitted electronically. It is no longer required.

Form 300A: Summary of Work-Related Injuries & Illnesses. Data on this form has

personally identifying data removed. It is required to be posted in the workplace from February 1st through April 30th. This form is required to be electronically submitted by March 2nd.

3) How do I Submit a 300A Form Electronically?

So, you have determined that you are a 'covered establishment'. You should already have your form 300A completed, because it's required to be posted in the workplace from February 1st through April 30th. Now, you need to submit it online. Log in to OSHA's Injury Tracking Application [here](#).

OSHA provides step-by-step instructions for many of the tasks you will need to do:

- Learn how to set up an ITA account. ([link](#))
- Create an establishment in ITA. ([link](#))
- Add 300A Summary Data. ([link](#))
- Submit an establishment. ([link](#))
- Upload a file. ([link](#))

Questions? Contact our Director - Safety & Risk Consulting

Tim McCarty, Director - Safety & Risk Consulting at Clark Insurance, has over 25 years of experience helping businesses evaluate and reduce their risk. Whether it's evaluating how slippery your floors are, answering OSHA & DOT compliance questions, or TIPS training your servers and bartenders, **Tim is here to help.**

Have safety or compliance questions? Give Tim a call at 207.523.2204 or email him at tmccarty@clarkinsurance.com.



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