



BIE SAFETY ADVISOR

OSHA Recordkeeping Requirements

March 2, 2020 is the deadline for electronically reporting your OSHA Form 300A data for the 2019 calendar year.

OSHA provides a secure website that offers three options for data submission. First, users can manually enter data into a web form. Second, users can upload a CSV file to process 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).

- View the CSV instructions for submission of:
 - [2019 data](#)
- Download a CSV file template for submission of:
 - [2019 data](#)
- Download a CSV sample file for submission of:
 - [2019 data](#)
- View the API technical specifications for:
 - [submission of 2019 data](#)

NEW REQUIREMENT:

Employer Identification Numbers Required

The collection of 2019 data and beyond will now include the collection of the establishments' Employer Identification Numbers (EIN). Employers who electronically submit OSHA Form 300A must now provide an Employer Identification Number as of Jan. 2, 2020. Please note that this is a **NEW REQUIREMENT**.

The requirement for employers to submit their EIN to OSHA electronically along with their information from OSHA Form 300A will make the data more useful for OSHA and the Bureau

of Labor Statistics (BLS), and could reduce duplicate reporting burdens on employers in the future

Not all establishments need to submit their OSHA 300A Data.

Establishments with 20-249 employees in certain high-risk industries (including Construction) must submit information from their 2019 Form 300A. The entire list of establishments with 20-249 employees who must submit injury and illness data electronically can be found at:

<https://www.osha.gov/recordkeeping/NAICScoresforelectronicsubmission.html>

Remember, all employers are required to notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye.

- A fatality must be reported within 8 hours.
- An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours.

To Make a Report

- Call the nearest OSHA office.
- Call the OSHA 24-hour hotline at 1-800-321-6742 (OSHA).
- Report online:
<https://www.osha.gov/report.html>

Be prepared to supply: Business name, names of employees affected, location and time of the incident, brief description of the incident, contact person and phone number.



Monthly Toolbox Talk

IF YOU ARE INJURED ON THE JOB

We strive to run an accident-free job site, but sometimes an accident can occur. If you are injured, we want to do everything possible to ensure your full recovery and quick, safe return to work. Our goals are to:

- Provide quality medical care
- Help you get back to work as soon as possible
- Analyze the root causes of the accident and take corrective actions to prevent a similar accident.

REPORT ALL INJURIES AS SOON AS POSSIBLE

If you are injured on the job, immediately report the injury to your supervisor, even if you don't think you need medical treatment. By reporting all injuries before you leave the jobsite, you ensure that:

- You get timely medical care, if necessary
- Your supervisor knows that the injury is work related
- Your supervisor can analyze the incident and help prevent others from suffering a similar injury

MEDICAL TREATMENT

If you and your supervisor decide that you need to see a doctor right away, he/she will arrange for transportation to a quality medical provider who will provide the best treatment possible. Getting good, timely medical care is the first important step to recovery. The doctor will write down on the accident record any limitations or restrictions you may have as a result of the injury.

RETURN TO WORK

After being seen by the doctor, return to your job site. If a temporary job is available within your restrictions you will be provided with this while you complete your recovery. Always adhere to your medical restrictions both at work and at home.

If your recovery requires time away from work, a company representative will call to see if you need anything in the way of medical treatment, personal belongings etc.. Their job is simply to help you return to work in any way that's safely possible.

Each time you visit the doctor, we will ask the physician to tell us if you have any changes to your medical restrictions so that we can find you productive work that does not put you at risk for re-injury and allows you to earn wages while recovering from your injury.

ACCIDENT ANALYSIS

Your supervisor will ask for your help in finding out the causes of the accident, so that similar accidents can be prevented from happening again. The ultimate goal is not only to ensure that the accident isn't repeated; it's to use what we learn to head off other types of accidents. An effective accident analysis focuses on fact finding, not fault finding. Our analysis will work to identify flaws in the process leading up to the incident and the safety procedures that were supposed to prevent it from happening.

Safety Reminders

- *Report All Injuries*
- *Help Analyze Accident*
- *Report Unsafe Conditions*

Employee Recommendations:

HOW THIS TOPIC APPLIES TO THIS JOB:

ATTENDEES: Print Name / Signature (use back if necessary)

DATE: _____

SUPERVISOR SIGNATURE: _____

JOBSITE / PROJECT: _____

