

OSHA Injury/Illness Recordkeeping

OSHA's Recordkeeping Standard covers over 750,000 employers and 1.5 million establishments, helping to make sure work environments are safe for its employees. To ensure this, OSHA requires covered employers to record and report work-related injuries and illnesses.

Forms to be Maintained: 300, 300A, and 301

There are three forms that need to be maintained. The OSHA Form 300, a log of work-related injuries and illnesses. The OSHA Form 301, the injury and illnesses incident report, which employers must complete for each individual recordable injury or illness. And the OSHA Form 300A, a summary of work-related injuries and illnesses.

Here is some additional information about each of the forms:

- **Form 300—Log of Work-Related Injuries and Illnesses**
 - Logs the date that the incident occurred.
 - Records the name, job title and location of the incident.
 - Documents the injury or illness, and causal object.
 - Classifies the injury or illness based on the most serious.
- **Form 301—Injuries and Illnesses Incident Report**
 - Captures detailed information about the incident.
 - Provides employer with important information needed to prevent similar incidents from happening
- **Form 300A—Summary of Work-Related Injuries and Illnesses**
 - Contains a numerical summary of incidents.
 - Must be signed by a company executive and posted annually in a location that is clearly visible to employees from **February 1 to April 30 each year.**

Employers must fill out separate forms for each establishment or job site, unless an establishment or job site has been open for less than one year, in which case they can account for the occupational injuries and illnesses on combined forms.

Electronic Submittal

Establishments that meet certain size and industry criteria are required to electronically submit injury and illness data from their OSHA Form 300A, 300, and 301 (or equivalent forms) once per year to OSHA. OSHA collects this work-related injury and illness data through the [Injury Tracking Application \(ITA\)](#).

- An establishment that is a part of a company covered by the Recordkeeping Standard and has **250 or more employees**, or **20 or more employees** if it is in a high-risk industry must also electronically transmit the OSHA **Form 300A-Summary of Work-Related Injuries and Illnesses** to OSHA via the Injury Tracking Application (ITA) by **March 2**. The Construction industry falls into this category.
- Establishments with **100 or more employees** in certain high-hazard industries must electronically submit information from their **Form 300-Log of Work-Related Injuries and Illnesses**, and **Form 301-Injury and Illness Incident Report** to OSHA once a year. These submissions are in addition to submission of **Form 300A-Summary of Work-Related Injuries and Illnesses**.

OSHA Reporting

All employers covered by the Occupational Safety and Health (OSH) Act must report occupational fatalities to OSHA within **8 hours** and must report any incidents involving hospitalization, amputation, or loss of eye within **24 hours**.

To Make a Report

Call the nearest OSHA Office

Call the OSHA 24-hour hotline at:

1-800-321-6742 (OSHA)



Monthly Toolbox Talk

Slips, Trips, and Falls – Winter Safety Tips

Introduction/Overview:

In 2023, 5,283 workers in the United States suffered fatal work injuries, a 3.7% decrease from 2022. Slips, trips, and falls accounted for 885 fatalities, up from 865 in 2022. Most fatalities in this category were due to falls to lower levels.

With the arrival of winter weather, your chance of having a slip, trip, or fall rises considerably. Most wintertime incidents occur on parking lots, roadways, driveways, and walkways while walking between the workplace and vehicles. Indoor hazards also exist at entryways, hallways, and other rooms where ice and snow have been tracked in from outside.

The presence of snow and ice throughout the jobsite affects all workers and may even lead to the halt of all jobsite activities. Special attention should be paid to elevated work locations, such as rooftops, steel decking, scaffolds, and stairs. Workers should not perform work in these areas when covered by snow or ice. Mobile elevated work platforms (MEWPs) such as aerial lifts, and scissor lifts should be inspected for such hazards prior to use. Unprotected, unheated structures may also present more frequent walking surface hazards during inclement weather.

Statistics:

In 2023, 327 or 30% of the 1075 fatalities in the Construction industry were a result of falls from elevation. Non-fatal slips, trips, and falls also resulted in a significant number of lost workday cases. According to the Bureau of Labor Statistics 22% of fatal falls resulted from falls on the same level from slips and trips.

Talking Points:

- When walking on an icy or snow-covered walkway, take short steps and walk at a slower pace. Take shorter strides and step flat-footed as opposed to striking the heel first.
- Do not walk with your hands in your pockets and avoid carrying items in your hands.
- Avoid stairways and curbs that have not been cleared. Always use the handrail and plant your feet firmly on each step.
- Watch for black ice, especially in areas that have been cleared of snow. Dew, fog, or water vapor can freeze on cold surfaces, forming a nearly invisible ice layer. Test any surface that appears wet before walking on it.
- Use extra care when entering and exiting vehicles and use the vehicle for support.
- Upon entering a building, watch for slippery floors. Remove as much snow from your footwear as possible before entering the building.
- Appropriate footwear is a must for winter weather. Ice cleats should be considered.
- Be prepared to fall. Avoid using your arms to break your fall. Tuck your chin toward your chest if you fall back to avoid striking the back of your head.

