



RISKCONTROL360

OSHA ELECTRONIC REPORTING REQUIREMENTS COMPLIANCE UPDATE

Electronic reporting of OSHA 300A Log deadline has been moved to July 1, 2018. The online reporting form is now live. To determine your establishments' responsibilities in reference to the electronic reporting standard first determine which category below that your establishment belongs to. If you have any questions, the consultants at RiskControl360 are available to assist.

Category A: Electronic Reporting Required

Establishments with **250 or more employees in any industries covered** by the recordkeeping regulation must submit information from their **2017 Form 300A by July 1, 2018**. Beginning in 2019 and every year thereafter, the information must be submitted by March 2.

Category B: Electronic Reporting Required

Establishments with **20-249 employees in certain [high-risk industries](#)** must submit information from their **2017 Form 300A by July 1, 2018**. Beginning in 2019 and every year thereafter, the information must be submitted by March 2.

Category C: Electronic Reporting **NOT** Required

Establishments with **10-20 employees in any industries covered by the recordkeeping regulation or 20-249 employees not in the high-risk industry list** *must continue to track workplace injuries on their 300/300A/301 forms and maintain those records as usual, but are not subject to the new electronic submission requirements.*

Category D: Electronic Reporting **NOT** Required

Establishments with **less than 10 employees** or those who are on the "**[Partially Exempt Industries](#)**" list do not need to track 300/300A/301 forms or electronically submit them.

The [Partially Exempt Industries](#) list applies even if establishment has >10 and >250 employees

How do I determine the size of my company to find out if I qualify for the partial exemption for size? To determine if you are exempt because of size, you need to determine your company's peak employment during the last calendar year. If you had no more than 10 employees at any time in the last calendar year, your company qualifies for the partial exemption for size.

If you fall into an electronic reporting category:

OSHA has provided a secure website that offers three options for data submission. First, users will be able to manually enter data into a webform. Second, users will be 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](#). Required 2017 submissions are due on or before **July 1, 2018**.



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