



# Reporting Deadline for OSHA Form 300A Looms

Insights

2.14.20

By March 2, 2020, employers must submit their Form 300A information through OSHA's [Injury Tracking Application \(ITA\)](#). Form 300A is the second page of the OSHA Form 300 and serves as a summary of all recordable work-related injuries and illnesses that occurred in 2019. OSHA defines a recordable injury or illness as follows:

- Any work-related fatality.
- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.
- Any work-related injury or illness requiring medical treatment beyond first aid.
- Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums.
- There are also special recording criteria for work-related cases involving: needlesticks and sharps injuries; medical removal; hearing loss; and tuberculosis.

The Form 300A submission must include the number of cases, days missed from work, and the specific injury or illness. Companies must also include their Employer Identification Number (EIN) in their submission.

Not all companies are required to electronically submit their Form 300A data to OSHA. Companies that meet *any* of the following criteria **do not have** to submit their information:

- Companies that had peak employment of 19 or fewer employees in 2019, regardless of industry.
- Companies operating in an industry included **on** [OSHA's exempt-industry list](#), regardless of size.
- Companies that had peak employment between 20 and 249 employees in 2019, and **do not** operate in any industry **included on this** [list](#).

As a reminder, February 1, 2020 was the deadline for *posting* Form 300A in a conspicuous location in your workplace. If you have not yet posted this information, do so now. This requirement applies to companies who had peak employment of more than 10 employees in 2019 ([certain low-risk industries are exempt](#).)

## ***Service Focus***

Workplace Safety and Catastrophe Management