

OSHA Reporting & Recordkeeping Requirements

for Injuries and Illnesses



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Introduction

Most employers covered under United States OSHA are required to record and report work-related injuries, illnesses, and fatalities.

You already know this. But how well do you really understand the 1904 Recordkeeping standards?

Do you know when (or how) to report incidents to OSHA? Do you know about the recent changes and updated reporting requirements?

This guide covers everything you need to know about:



The difference between OSHA reporting and OSHA recordkeeping



The key elements of the OSHA Reporting and OSHA Recordkeeping standards



How to use the OSHA recordkeeping forms (301 Incident Report, 300 Log, and 300A Summary)

You will also learn how to prepare for OSHA's recordkeeping updates under the Final Rule and current reporting requirements.

1.

DEFINITIONS: OSHA Reporting & Recordkeeping

You may be wondering what the difference is between OSHA Reporting and OSHA Recordkeeping. While they are both very similar, it's important to understand the differences between the two.

OSHA Reporting

Refers to notifying OSHA about work-related incidents that have occurred at your establishment. There are two main scenarios in which you would need to notify or report to OSHA:

1

Immediately after a fatality or serious injury.

2

Annually for OSHA data collection.

OSHA Recordkeeping

Refers to written documentation of all OSHA Recordable incidents that have occurred throughout the year at your establishment. For example, every time there's a work-related injury at your workplace, you need to record that. However, in most cases, you don't need to immediately notify or report those injuries to OSHA. The next two sections of this guide explain OSHA Reporting and Recordkeeping in further detail.

NOTE:

It's important to keep in mind that reporting and recording incidents is not an admission of guilt or responsibility.





“Recording or reporting a work-related injury, illness, or fatality does not mean that the employer or employee was at fault, that an OSHA rule has been violated, or that the employee is eligible for workers’ compensation or other benefits.”

As OSHA explains in standard 1904.



Don't let your fear of potential repercussions prevent you from reporting and recording incidents. OSHA and the Bureau of Labor Statistics need to be aware of the work-related incidents that are taking place each year. This data helps them establish policies and programs that can help prevent similar incidents from occurring in the future.

2

OSHA Reporting Requirements

OSHA's reporting requirements for work-related injuries, illnesses, and fatalities can be broken down into two main categories:

1

Immediately reporting specific types of incidents

2

Annually reporting all incidents from the previous year

Reporting Specific Types of Incidents

You must report the following types of work-related incidents to OSHA whenever they occur:



Death



Hospitalization



Amputation



Loss of an Eye

You must report the death of an employee within eight (8) hours. You must report an in-patient hospitalization, amputation, or loss of an eye within twenty-four (24) hours. If you do not learn of these types of events right away, you must notify OSHA within (8) or (24) hours of becoming aware that this type of work-related incident has occurred. You must report the incident either in person at the nearest OSHA Area office, by telephone, or through an electronic submission portal.

When you report these types of incidents, you must include the following information:

- The establishment name
- The location of the incident
- The date and time of the incident
- The specific type of event (death, hospitalization, amputation, or loss of an eye)
- The number of employees who suffered the event
- The names of the employee(s) who suffered the event
- A brief description of the event
- Your contact name and information

Annually Reporting Your Incident Data

OSHA requires many companies to electronically submit an annual summary of their workplace incidents. This includes:



Establishments that have 250 or more employees



Establishments that have 20-249 employees AND are in a “high-risk industry” as listed in Appendix A of 1904



Additionally, OSHA updated its Final Rule in recent years. The update adds another category of establishments required to electronically submit incident data each year.



3.

OSHA Recordkeeping Requirements

Who Has to Keep Records?

The OSHA Recordkeeping standards require employers to keep a written document of injuries, illnesses, and fatalities that occur on their establishment.

While many workplaces must comply with these standards, there are exemptions where some employers do not need to follow the OSHA Recordkeeping standards.

This includes:

- 1 Companies that had ten (10) or fewer employees at all times in the previous calendar year
- 2 Companies in industries that OSHA has exempted from recordkeeping requirements ([see 1904 Subpart B Appendix A](#))

All employers must still report fatalities, in-patient hospitalizations, amputations, or loss of an eye... including those who are exempt from other recordkeeping requirements based on size or industry classification.



OSHA
Occupational Safety
and Health Administration

Basic Recordkeeping Requirements

All employers covered under the OSHA Recordkeeping standard must document injuries, illnesses, and fatalities that meet the following criteria:

- Is considered “work-related,” and
- Is a new case, and
- Meets one or more of the **general recording criteria** of 1904.7 or **criteria for specific cases** listed in 1904.8 through 1904.12.

OSHA Definition of “Work-Related”

According to OSHA,

“You must consider an injury or illness to be work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment, unless an exception in §1904.5(b)(2) specifically applies.”

See OSHA standard [1904.5\(b\)\(2\)](#) for a full list of the exceptions provided under this requirement.

OSHA defines “work environment” as

“the establishment and other locations where one or more employees are working or are present as a condition of their employment. The work environment includes not only physical locations, but also the equipment or materials used by the employee during the course of his or her work.”

OSHA Definition of a “New Case”

OSHA explains these two basic criteria for an incident to be considered a new case:

- 1** The employee has not previously experienced a recorded injury or illness of the same type that affects the same part of the body, or
- 2** The employee previously experienced a recorded injury or illness of the same type that affected the same part of the body but had recovered completely (all signs and symptoms had disappeared) from the previous injury or illness, and a (new) event or exposure in the work environment caused the signs or symptoms to reappear.



“General Recording Criteria” from 1904.7

OSHA lists several “general recording criteria” for injuries, illnesses, and fatalities that must be recorded on a written document.

Specifically, OSHA states:

“You must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following:

- *Death*
- *Days away from work*
- *Restricted work or transfer to another job*
- *Medical treatment beyond first aid*
- *Or loss of consciousness.*

“You must also consider a case to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.”

NOTE:

A common question that employers have about this criteria list is what it means to receive “medical treatment beyond first aid.” OSHA states that medical treatment is “the management and care of a patient to combat disease or disorder.” It *does not* include the following:



Visits to a physician or other licensed health care professional solely for observation or counseling;



Diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils); or



“First aid” given to an employee onsite at the workplace establishment or at a medical clinic, given by another worker, a first responder, or a medical physician.

See OSHA standard [1904.7\(b\)\(5\)\(ii\)](#) for further details on how OSHA defines “first aid” in the workplace.

“Specific Cases” from 1904.8 - 1904.12

OSHA lists several “specific cases” as additional recording criteria for injuries, illnesses, and fatalities that must also be recorded on a written document. These include:

- Criteria for needlestick and sharps injuries
- Cases involving medical removal
- Criteria for cases involving occupational hearing loss
- Criteria for work-related tuberculosis cases

Needlestick and Sharps Injuries

OSHA standard 1904.8 states that

“You must record all work-related needlestick injuries and cuts from sharp objects that are contaminated with another person’s blood or other potentially infectious material.”

Other potentially infectious material includes human bodily fluids, tissues and organs, and other materials infected with the HIV or hepatitis B (HBV) virus, such as laboratory cultures or tissues from experimental animals.



Medical Removal

OSHA standard 1904.9 states that

“If an employee is medically removed under the medical surveillance requirements of an OSHA standard, you must record the case.”

The medical surveillance requirements of an OSHA standard refers to the adverse health effects associated with excessive exposure to a chemical substance, such as lead, cadmium, methylene chloride, formaldehyde, and benzene. For example, here is the OSHA standard on medical removal from lead exposure:

1910.1025(k)(1)(ii)(A)

*“The employer shall remove an employee from work having an exposure to lead at or above the action level, on each occasion, **that a final medical determination results in a medical finding, determination, or opinion that the employee has a detected medical condition** which places the employee at increased risk of material impairment to health from exposure to lead.”*



Occupational Hearing Loss

OSHA standard 1904.10 states that

“If an employee’s hearing test (audiogram) reveals that the employee has experienced a work-related Standard Threshold Shift (STS) in hearing in one or both ears, and the employee’s total hearing level is 25 decibels (dB) or more above audiometric zero in the same ear(s) as the STS, you must record the case.”

OSHA defines an STS as a change in hearing threshold, relative to the baseline audiogram for that employee, of an average of 10 decibels (dB) or more. If an event or exposure in the work environment either caused or contributed to the hearing loss, or significantly aggravated a pre-existing hearing loss, you must consider the case to be work related.

Work-Related Tuberculosis

OSHA standard 1904.11 states that

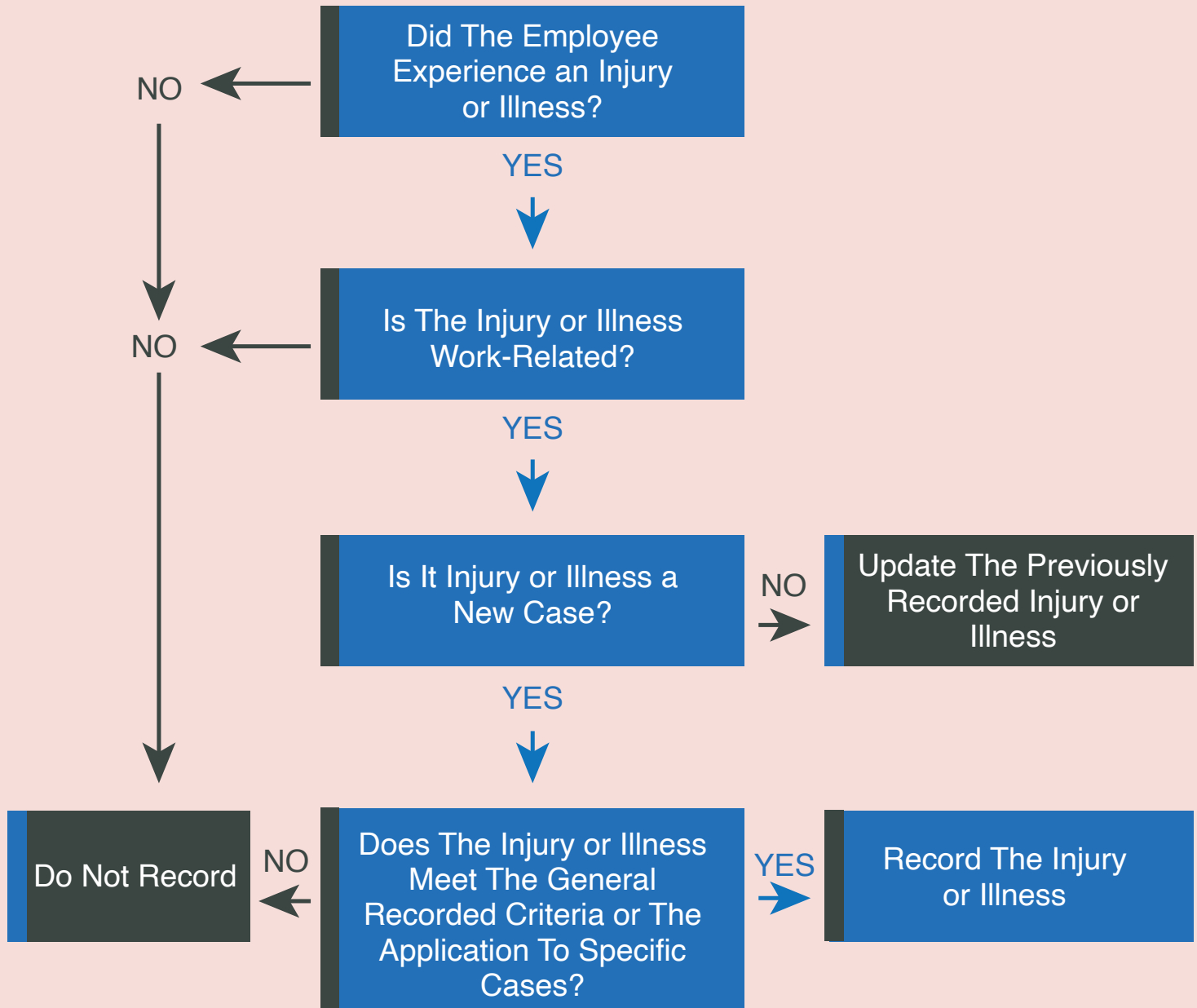
“If any of your employees has been occupationally exposed to anyone with a known case of active tuberculosis (TB), and that employee subsequently develops a tuberculosis infection, as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional, you must record the case.”

If you obtain evidence that the TB was not caused by occupational exposure, you do not need to record the case under the following circumstances:

- The worker is living in a household with a person who has been diagnosed with active TB;
- The Public Health Department has identified the worker as a contact of an individual with a case of active TB unrelated to the workplace; or
- A medical investigation shows that the employee’s infection was caused by exposure to TB away from work, or proves that the case was not related to the workplace TB exposure.



OSHA Recordable Incident Decision Tree



4.

The OSHA Recordkeeping Forms

Show below is a decision tree for recording work-related injuries and illnesses.

The OSHA standards require employers to use specific forms for recordable injuries and illnesses.

These forms include:

- OSHA 301
- OSHA 300
- OSHA 300A

You can download each of these forms, as well as get helpful information on OSHA Recordkeeping requirements, at this [OSHA Injury & Illness Recordkeeping Forms](#) webpage.

NOTE:

OSHA allows employers to use an equivalent form, such as an insurance form or one that has been built into your [EHS Management software](#).

Specifically, the OSHA standards state:

“An equivalent form is one that has the same information, is as readable and understandable, and is completed using the same instructions as the OSHA form it replaces. If the computer can produce equivalent forms when they are needed, you may keep your records using a computer system.”



OSHA

The OSHA 301 Form

This form is also called the ***Injury and Illness Incident Report***. It is one of the first forms that needs to be filled out after an OSHA recordable injury or illness has occurred. This is where you document information about the affected employee and details about the incident.

The OSHA 300 Form

This form is also called the ***Log of Work-Related Injuries and Illnesses***. It is used to classify the extent and severity of each of your recordable cases. Additionally, referencing information from this form helps you complete the OSHA 300A summary form at the end of the year.

The OSHA 300A Form

This form is also called the ***Summary of Work-Related Injuries and Illnesses***. It shows the total number of injuries and illnesses that have occurred at your establishment for that calendar year. It must be posted in a visible location so that all employees can be aware of the injuries and illnesses occurring in their workplace.

The OSHA 301 - Injury and Illness Incident Report

You need to record all injuries and illnesses on their own unique OSHA 301 Form. You have seven (7) calendar days to document the recordable incident after becoming aware that the injury or illness has occurred. Below is an image of the OSHA 301 Injury and Illness Incident Report.

OSHA's Form 301
Injuries and Illnesses Incident Report

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____

Title _____

Phone _____ Date _____

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

Information about the employee

1) Full Name _____

2) Street _____

City _____ State _____ Zip _____

3) Date of birth _____

4) Date hired _____

5) ☐ Male
☐ Female

Information about the physician or other health care professional

6) Name of physician or other health care professional _____

7) If treatment was given away from the worksite, where was it given?

Facility _____

Street _____

City _____ State _____ Zip _____

8) Was employee treated in an emergency room?
☐ Yes
☐ No

9) Was employee hospitalized overnight as an in-patient?
☐ Yes
☐ No

Information about the case

10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)

11) Date of injury or illness _____

12) Time employee began work _____ AM/PM

13) Time of event _____ AM/PM ☐ Check if time cannot be determined

*Please do not include any personally identifiable information (PII) pertaining to worker(s) involved in the incident (e.g., no names, phone numbers, or SSNs) in the following fields.

***14) What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

***15) What happened?** Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

***16) What was the injury or illness?** Tell us the part of the body that was affected and how it was affected. Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."

***17) What object or substance directly harmed the employee?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

18) If the employee died, when did death occur? Date of death _____

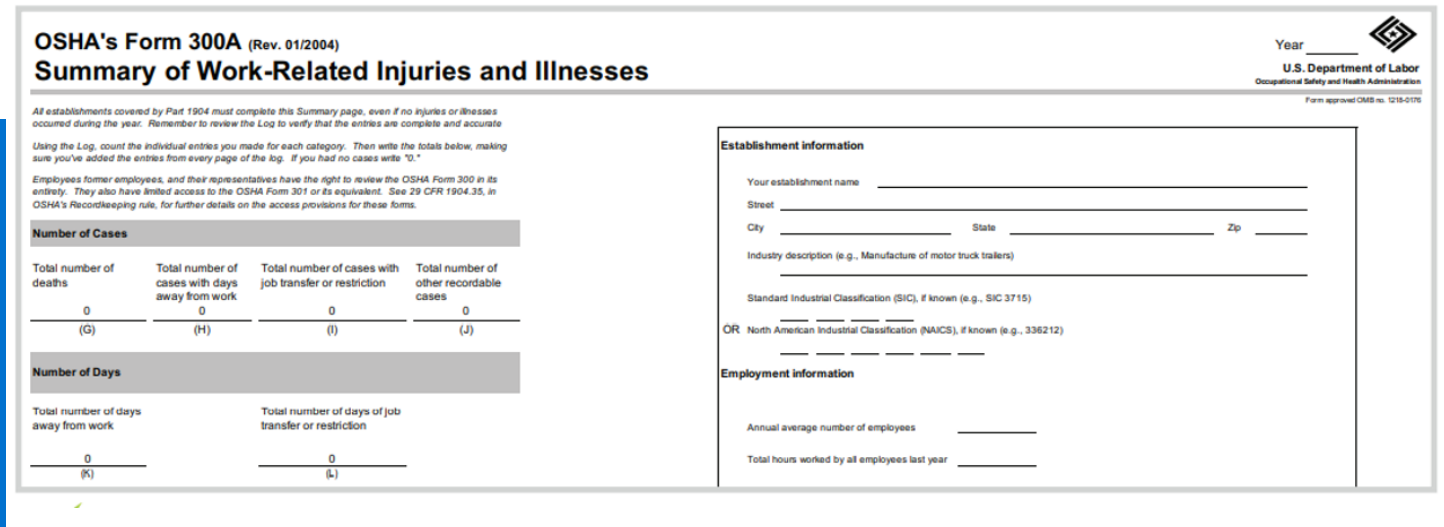
Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspect of this data collection, including suggestions for reducing the burden, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed form to this office.

The 300 Log is a rolling total of your incidents throughout a year. You have (7) days to record an incident in the 300 Log. At the end of the year, you must review the OSHA 300 Log to verify that the entries are complete and accurate, and correct any deficiencies identified. Below is an image of the OSHA 300 Log of Work-Related Injuries and Illnesses.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA, Office of Statistics, Room N-3644, 200 Constitution Ave., NW, Washington, DC 20210. Do not send the completed forms to this office.		Injury	Skin Disorder	Respirator Condition	Poisoning	Hearing Loss
	Page 1 of 1	(1)	(2)	(3)	(4)	(5)

OSHA 300A - The Summary of Work-Related Injuries & Illnesses

Once a calendar year has ended, you'll take the information in your 300 Log and use it to complete the 300A Summary of Work-Related Injuries & Illnesses. As you'll notice, this form does not include names or other sensitive information, as this is the form that gets posted for all employees to see. Below is an image of the OSHA 300A Summary of Work-Related Injuries & Illnesses.

The image shows the OSHA 300A form, titled "OSHA's Form 300A (Rev. 01/2004) Summary of Work-Related Injuries and Illnesses". It is a form for establishments covered by Part 1904 to complete at the end of each calendar year. The form includes sections for "Establishment information" (name, street, city, state, zip, industry description, SIC, NAICS), "Employment information" (annual average number of employees, total hours worked), and "Number of Cases" (deaths, cases with days away from work, cases with job transfer or restriction, other recordable cases). It also has a section for "Number of Days" (days away from work, days of job transfer or restriction). The form is numbered 01-2004 and is approved by OSHA. The form is filled out with zeros in the "Number of Cases" and "Number of Days" sections.

Certifying the OSHA 300A Log

At the end of each calendar year, you must review the OSHA 300A Log to verify that the entries are complete and accurate, and correct any deficiencies identified.

The OSHA standard states that,

"A company executive must certify that he or she has examined the OSHA 300A Log and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete."

Posting the 300A Summary

Additionally, you must post the 300A Summary of each establishment from February 1 to April 30 with the summary data from the previous year. The summary must be posted in a conspicuous place where notices to employees are customarily posted.

You must also make sure that the summary is not altered, defaced, or covered by other material.



5.

Additional Recordkeeping Requirements

You should also familiarize yourself with [Subpart D of the OSHA Recordkeeping standards](#). It addresses additional requirements that you may need to follow, depending on your situation.

The additional requirements include:

- 1904.30 - Multiple business establishments.
- 1904.31 - Covered employees.
- 1904.32 - Annual summary.
- 1904.33 - Retention and updating.
- 1904.34 - Change in business ownership.
- 1904.35 - Employee involvement.
- 1904.36 - Prohibition against discrimination.
- 1904.37 - State recordkeeping regulations.
- 1904.38 - Variances from the recordkeeping rule.

Organizations with Multiple Establishments

OSHA standard 1904.30 explains that employers who conduct business at one or more establishments must keep a separate OSHA 300 Log for each establishment that is expected to be in operation for one year or longer. For reference, ***“An establishment is a single physical location where business is conducted or where services or industrial operations are performed.”***

Covered Employees

OSHA standard 1904.31 explains who is covered under the Recordkeeping requirements.

“You must record on the OSHA 300 Log the recordable injuries and illnesses of all employees on your payroll, whether they are labor, executive, hourly, salary, part-time, seasonal, or migrant workers. You also must record the recordable injuries and illnesses that occur to employees who are not on your payroll if you supervise these employees on a day-to-day basis.”

Record Retention and Updating

OSHA standard 1904.33 explains that you ***“must save the OSHA 300 Log, the 300A Summary, and the OSHA 301 Incident Report forms for five (5) years.”***

Additionally, during the five-year storage period

“You must update your stored OSHA 300 Logs to include newly discovered recordable injuries or illnesses and to show any changes that have occurred in the classification of previously recorded injuries and illnesses. If the description or outcome of a case changes, you must remove or line out the original entry and enter the new information.”

Change in Business Ownership

OSHA standard 1904.34 offers some insights as to who is responsible for recordkeeping when a business changes ownership during the middle of the year. ***“If your business changes ownership, you are responsible for recording and reporting work-related injuries and illnesses only for that period of the year during which you owned the establishment. You must transfer the part 1904 records to the new owner. The new owner must save all records of the establishment kept by the prior owner, as required by 1904.33 of this part, but need not update or correct the records of the prior owner.”***

Employee Involvement

OSHA standard 1904.35 explains how employees are to be involved in the recordkeeping process. Some examples of employee involvement include:

- Informing each employee of how he or she is to report a work-related injury or illness
- Providing access to your injury and illness records for your employees and their representatives to review
- Making sure employees report work-related injuries and illnesses and informing them of their right to report
- Explaining that employers are prohibited from discharging or in any manner discriminating against employees for reporting work-related injuries or illnesses
- Upon request, sharing the OSHA 300 Log or OSHA 301 Report with an employee by the end of the next business day
- Upon request, sharing the OSHA 300 Log or OSHA 301 Report with an agent who represents employees under a collective bargaining agreement within 7 calendar days.

Prohibition Against Discrimination

OSHA standard 1904.36 **prohibits employers from “discriminating against an employee for reporting a work-related fatality, injury, or illness.”** In addition, it protects the employee who:

- Files a safety and health complaint
- Asks for access to the injury & illness records
- Exercises any other right
- s afforded by the OSHA Act

State Recordkeeping Regulations

OSHA standard 1904.37 explains how states that operate their own OSHA programs **must have occupational injury and illness recording and reporting requirements that are “substantially identical to the requirements”** in 29 CFR 1904. If you’re under the jurisdiction of a State plan, be sure to follow the reporting and recordkeeping requirements of that plan.

Variances from the Recordkeeping Rule

OSHA standard 1904.38 includes information on variances that may allow you to keep records in a manner that is different than prescribed in the 1904 Recordkeeping standards.

A variance is a

*“regulatory action[s] that permit an employer to **deviate from the requirements of an OSHA standard under specified conditions.**”*

To learn more and apply for a variance, visit the [How to Apply for a Variance webpage](#).

**U.S. DEPARTMENT OF LABOR**

Occupational Safety and Health Administration

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OSHA's Variance Program

A variance is permission granted to an employer to deviate from the requirements of an OSHA standard under specified conditions. A variance does not provide an outright exemption from a standard, except in cases involving national defense as described below. Sections 6 and 16 of the Occupational Safety and Health Act of 1970 (OSH Act), and the implementing rules contained in the Code of Federal Regulations (29 CFR 1905 and 1904.38), authorized variances from the Occupational Safety and Health Administration (OSHA) standards. An employer or class of employers may request a variance for any specific workplaces. Employers may seek a variance if they wish to use methods, equipment, or facilities that they believe protect workers as well as, or better than, OSHA standards.



The Office of Technical Programs and Coordination Activities (OTPCA) in OSHA's Directorate of Technical Support and Emergency Management (DTSEM) receives and processes variance applications. OTPCA processes variance applications in close collaboration with other affected regional offices and directorates. OSHA's mandate is to ensure that employers' alternatives for worker protection proposed in their variance applications are as effective in providing worker protection as the standards from which the employers are seeking a variance.

For questions about the variance process contact OSHA at VarianceProgram@dol.gov.

6.

Annual Online Submission of Injury and Illness Data

As mentioned earlier in this guide, some companies are required to submit their annual injury & illness summary data to OSHA through the online portal on OSHA's Incident Tracking Application (ITA) website. You must report your annual summary data online if your establishment:

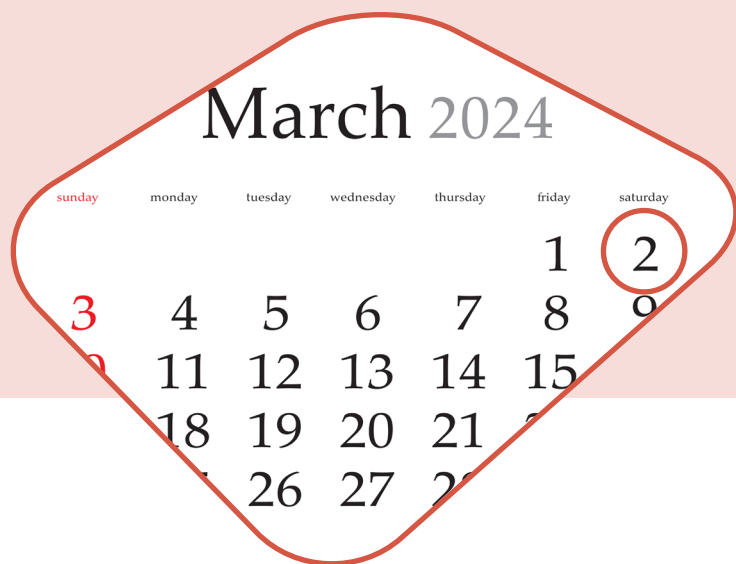


Has 250 or more employees



Has between 20-249 employees AND are in a "high-risk industry" as listed in Appendix A of 1904

Companies covered under this standard must submit their data by March 2 each year.



So You Must Submit Your Injury and Illness Summary Data Electronically by March 2 Each Year

The first thing you need to do is register your establishment with OSHA by creating an ITA account. Then you can submit your data by either:

- Entering the data manually by filling in fields on the website
- Uploading a file in CSV format
- Submitting the data through an application programming interface, or API

Once you've submitted your data, you'll get an email from OSHA. The email confirms the submission if it was a success, or lists errors if it was not a success.

Final Rule: Electronic Injury & Illness Submission Requirements

The Department of Labor issued a final rule that was effective January 1, 2024, requiring certain employers in designated high-hazard industries to electronically submit additional injury and illness information.

Specifically, the rule states:

“Establishments with 100 or more employees in certain high-hazard industries must electronically submit information from their OSHA 300 Log and OSHA 301 Report.” Previously, these organizations were only required to electronically submit data from the OSHA 300A form to OSHA. Now they must submit data from all three forms to the agency annually by March 2.

The final rule retains the current requirements for electronic submission of information from Form 300A for establishments with 20-249 employees in certain high-hazard industries and from establishments with 250 or more employees in industries that must routinely keep OSHA injury and illness records. OSHA estimates approximately 50,000 establishments will be required to submit their case-specific injury and illness data.

According to OSHA,

“the collection and publication of data from Forms 300 and 301 will not only increase the amount of information available for analysis but will also result in more accurate statistics regarding work-related injuries and illnesses, including more detailed statistics on injuries and illnesses for specific occupations and industries.”

To read more about this Final Rule, you can check out OSHA’s [press release](#) from when the new requirements were [first announced](#), or their [Improved Tracking of Workplace Injuries and Illnesses FactSheet](#).



Improve Tracking of Workplace Injuries and Illnesses Electronic Submission of OSHA Form 300 and 301 Data

The New Requirements

- Establishments with 100 or more employees in designated high-hazard industries (listed in Appendix B to Subpart E of 29 CFR Part 1904) must electronically submit to OSHA detailed information about each recordable injury and illness entered on their previous calendar year’s OSHA Form 300 Log and Form 301 Incident Report (29 CFR 1904.41). This includes the date, physical location, and severity of the injury or illness; details about the worker who was injured; and details about how the injury or illness occurred.
- All the establishments required to submit information from their OSHA Form 300 Log and OSHA Form 301 Incident Report to OSHA under this rule are already required to collect and retain this information, and are currently required to electronically submit to OSHA
- OSHA estimates approximately 50,000 establishments will be required to submit their case-specific injury and illness data. OSHA estimates they will submit information on approximately 750,000 injury and illness cases annually. Focusing the requirements on establishments with 100 or more employees in higher hazard industries means that fewer than one percent of establishments in the country will submit additional data, but the injury and illness data submitted by those establishments will comprise nearly 30% of all reportable occupational injuries and illnesses.
- OSHA estimates it will cost affected establishments with 100 or more employees an average of \$136 per year to comply.
- The data must be electronically submitted through OSHA’s Injury Tracking Application

EHS MANAGEMENT SOFTWARE

Streamline the incident investigation and OSHA recordkeeping process.

Choose an EHS Management Software that can help you save time, improve safety, and achieve compliance with OSHA's recordkeeping requirements. Our EHS Incident Software automatically determines if a workplace incident is OSHA reportable or recordable.

Vector EHS Management connects incident management, reporting, and safety program workflows within Vector's Safety, Compliance, and Workforce Readiness Platform.

We are the leading provider of award-winning, intelligent EHS Software solutions that help you prepare for safer, more challenging workplaces.

- Create accurate regulatory reports including OSHA 300, 300A, and 301 logs with a click of a button for easy compliance.
- Capture clearer, more accurate incident details using the AI-powered Vector EHS Incident Assistant that guides employees through reporting.
- Recommend the most relevant safety training automatically with AI-driven suggestions based on incident details.
- Record, track, and analyze a variety of workplace incidents. Including near misses, vehicle accidents, environmental releases, and worker injuries.
- Employees can even use the Vector EHS Management mobile app to report incidents from their mobile device.

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