

OSHA: Electronic Reporting Requirements

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OVERVIEW

Federal OSHA requires certain establishments to **electronically report their OSHA injury log by March 2, 2019**. Institutions with 250 employees or more at a single location are automatically required to electronically report their 2018 OSHA forms 300, 300A and 301. OSHA states your employee count includes peak employment during the calendar year and should include every individual that worked for you regardless if full-time, part-time, temporary or seasonal.

In addition, Public Gardens are assigned to NAICS (North American Industry Classification System) code 712110 which includes museums, historical sites and similar institutions. The 712110 classification **requires electronic reporting of your OSHA log 300A if you have between 20 and 249 employees.**

Everything you need to know regarding Electronic Reporting can be found on [OSHA's website](#).

ACTION STEPS

The first thing you will want to do is make sure your 2018 forms have been completed. [This link](#) contains the blank forms and instructions should you need as a reference. Next, visit [OSHA's website](#) to create an account (if you had not done so in the past years), launch the Injury Tracking Applications (ITA), and submit the information from your 2018 log.

OSHA estimates that it will take about 20 minutes to complete this process for establishments with 249 or less employees.

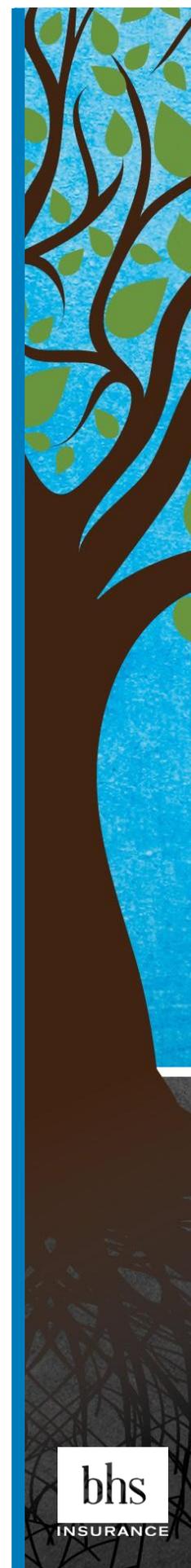
Here is a short [video tutorial](#) which you may find helpful.

SUBMITTING THE REPORT

The ITA is a secure website that OSHA created specifically for the data required by the electronic reporting rule. The ITA allows employers three options to submit their reports:

1. Manual entry;
2. Comma-separated value (CSV) file upload; and
3. Application programming interface (API) transmission.

The ITA offers affected employers' instructions, sample files, and templates to help them complete the submission process.



OSHA-APPROVED STATE PLANS

The final rule required OSHA-approved State Plans to adopt the electronic rule or “substantially identical” requirements within six months of the final rule’s publication date. The final rule was published on May 12, 2016. This means that OSHA-approved State Plans have the authority to adopt reporting requirements that go above and beyond what is required by the Federal rule. For this reason, employers located in OSHA approved State Plan jurisdictions should consult with their local OSHA offices to make sure they are satisfying all electronic reporting requirements.

MORE INFORMATION

For more information, please call Kim Slager or another member of the BHS Insurance Public Garden team at (800) 350-7676.

