OSHA Log Requirements
Brought to you by BHS Insurance

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OVERVIEW

Federal OSHA requires certain establishments to **electronically report their OSHA injury log by March 2nd of each year.** Institutions with 250 employees or more at a single location are automatically required to electronically submit their OSHA 300A. New this year, you will also need to include your FEIN in the submission. OSHA states your employee count includes peak employment during the last 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. **If you have 10 employees or more you are required to post your OSHA 300A by February 1st** of each year and keep on display until April 30th. This summary page needs to be posted in a conspicuous place or places where notices to employees are customarily posted. In addition to this post, if you have 20-249 employees you are required to electronically report your OSHA log 300A.

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

ACTION STEPS

If you are required to electronically report, you will want to make sure your 2020 forms are complete. [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 2020 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 STATES

Employers located in OSHA approved State Plan jurisdictions are also required to follow the OSHA electronic record submission guidelines.

MORE INFORMATION

For more information, please call a member of the BHS Insurance Public Garden team at (800) 350-7676