

As a company owner or manager, you are accustomed to documenting internal records and reporting on those records to external entities, such as a payroll service, your workers' compensation carrier, and yes, even the IRS. It is paramount not to exclude the Occupational Safety and Health Administration (OSHA) as part of your recordkeeping and reporting tasks. OSHA requires most businesses (including those classified as couriers and express delivery services) that have 10 or more employees at any point in time at one establishment (i.e. working from any one terminal) to keep a record of work-related injuries and illnesses for the calendar year using the OSHA forms 300, 301 and 300A. Each form and its intended use is described below.

OSHA 300 FORM

The OSHA 300 Form is the injury and illness log where you must document work-related injuries and illnesses sustained by your employees. This includes injuries resulting in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or a significant injury or illness diagnosed by a physician.

OSHA 301 FORM

The OSHA 301 Form is an individual Injury and Illness Incident Report. It provides more space to describe the injury or illness as it occurred in context and solicits more information than the OSHA 300 Form.

Fortunately, most state-required workers' compensation first report of injury forms solicit the same information as the OSHA form 301, and in circumstances in which you complete (and maintain a copy of) the workers' compensation first report of injury form, you do not need to complete an OSHA form 301.

OSHA 300A

The 300A Form is a Summary of Work-Related Injuries and Illnesses, which is to be posted in the workplace annually.

The OSHA 300A does not need to be completed until the calendar year is over but must be posted in your workplace from February 1 to April 30 of the year following the year covered by the form. It is important to note that you will post the OSHA 300A Form (which does not include the names of employees or any details regarding specific incidents). Do not post your OSHA 300 log.

SUBMITTING INFORMATION TO OSHA

In addition to the OSHA recordkeeping requirements, many employers (including couriers and express delivery services) that employed 20 or more employees at any point in time at one establishment during the previous calendar year, are required to electronically submit information from their OSHA 300A form no later than March 2nd of the following year. This can be done at <https://www.osha.gov/injuryreporting/ita/>

HOLD ONTO THOSE OLD FORMS

Employers must save the OSHA 300 (Injury/Illness Log), the Form 300A (annual summary), and the Form 301 (Incident Report) forms for 5 years.

REPORTING SERIOUS INCIDENTS TO OSHA

In addition to the documentation and posting requirements discussed above, and the annual requirement to submit summary data to OSHA no later than March 2nd of each year, all employers must report to OSHA work-related fatalities and any work-related hospitalization, amputation, or loss of an eye.

Work-related fatalities must be reported within 8 hours, and work-related incidents that result in hospitalization, amputation, or eye loss must be reported to OSHA within 24 hours.

ADDITIONAL INFORMATION

The forms mentioned in this article and a guide to completing them can be downloaded from <https://www.osha.gov/recordkeeping/>. These forms are available either as fillable PDF documents or as an Excel worksheet.