



BIE SAFETY ADVISOR

OSHA Recordkeeping Requirements

March 2, 2020 is the deadline for electronically reporting your OSHA Form 300A data for the 2019 calendar year.

OSHA provides a secure website that offers three options for data submission. First, users can manually enter data into a web form. Second, users can upload a CSV file to process multiple establishments at the same time. Last, users of automated recordkeeping systems will have the ability to transmit data electronically via an API (application programming interface).

- View the CSV instructions for submission of:
 - [2019 data](#)
- Download a CSV file template for submission of:
 - [2019 data](#)
- Download a CSV sample file for submission of:
 - [2019 data](#)
- View the API technical specifications for:
 - [submission of 2019 data](#)

NEW REQUIREMENT:

Employer Identification Numbers Required

The collection of 2019 data and beyond will now include the collection of the establishments' Employer Identification Numbers (EIN). Employers who electronically submit OSHA Form 300A must now provide an Employer Identification Number as of Jan. 2, 2020. Please note that this a ***NEW REQUIREMENT***.

The requirement for employers to submit their EIN to OSHA electronically along with their information from OSHA Form 300A will make the data more useful for OSHA and the Bureau

of Labor Statistics (BLS), and could reduce duplicate reporting burdens on employers in the future

Not all establishments need to submit their OSHA 300A Data.

Establishments with 20-249 employees in certain high-risk industries (including Construction) must submit information from their 2019 Form 300A. The entire list of establishments with 20-249 employees who must submit injury and illness data electronically can be found at:

<https://www.osha.gov/recordkeeping/NAICSCodeforelectronicsubmission.html>

Remember, all employers are required to notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye.

- A fatality must be reported within 8 hours.
- An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours.

To Make a Report

- Call the nearest OSHA office.
- Call the OSHA 24-hour hotline at 1-800-321-6742 (OSHA).
- Report online:
<https://www.osha.gov/report.html>

Be prepared to supply: Business name, names of employees affected, location and time of the incident, brief description of the incident, contact person and phone number.



