

OSHA's Revised Recordkeeping Requirements

Electronic Submission of OSHA Form 300 and 301

The Occupational Safety and Health Administration (OSHA) published a Final Rule in 2023 revising the recordkeeping regulation. Certain high hazard establishments with 100 or more employees must now submit the OSHA Form 300 Log and the OSHA Form 301 Incident Reports electronically. The requirement to submit recordkeeping data to OSHA is based on the number of employees and the industry classification at an establishment.

Use the OSHA [ITA Coverage Application](#) to quickly determine if electronic submission is required for your establishment. If you have any questions regarding your establishment size or industry classification (NAICS), you should consult with your higher headquarters.

ITA Coverage Application

Covered establishments must electronically submit their OSHA injury and illness data (Forms 300A, 300, and 301 data) by March 2 of the year following the covered year of the data (e.g., for submission of calendar year 2022 data that is March 2, 2023). However, not all establishments need to submit these data. To determine if your establishment is required to electronically submit data to OSHA, please complete the following selections. All selections are required.

This application only applies to establishments located in states under Federal OSHA jurisdiction. If your establishment is located in a [State Plan State](#), please contact their OSH plan for guidance.

More information on the reporting requirements and process is available at OSHA's injury and illness [ITA page](#).

State

Did your firm have 11 or more employees during the previous year? No Yes

Peak establishment employment from the previous year

Is the establishment a government facility? No Yes, Federal Government Yes, State or Local Government

NAICS Code

Screenshot from OSHA.gov website, 31 JAN 2024

Do you have questions on the Injury Track Application? OSHA is offering a free webinar on Wednesday, February 7, 1300–1400 EST. [Registration](#) is free; link also available at <https://www.osha.gov/calendar>.

OSHA has additional information on injury and illness recordkeeping and reporting requirements posted on the [OSHA Main Page](#) (<https://www.osha.gov/>).

For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://www.smcx.org/>.