



Mid-West Truckers Risk Management Association

MTRMA Members Are You Ready for Feb. 1 OSHA Report Posting Deadline?

Employers with 10 or more employees are required by law to record work-related deaths and injuries or illnesses that involve loss of consciousness, restricted work activity or job transfer, days away from work or medical treatment by healthcare professionals beyond first aid.

February 1, 2021 is the deadline for posting Form 300A in the workplace, which is the summary of serious workplace injuries and illnesses from the previous year. It must be posted in a location that is clearly visible to all employees and new applicants, and it must be kept posted until April 30. In addition, employees have the right to request a copy of the records at any time. Forms are available from OSHA at the following https://www.osha.gov/recordkeeping/osha-rkforms-winstr_fillable.pdf

Employers with 20 or more employees in addition to the above must electronically submit OSHA Form 300A by March 2, 2021.

The screenshot shows the OSHA website interface. At the top, it says "UNITED STATES DEPARTMENT OF LABOR" with social media icons. Below that is "Occupational Safety and Health Administration" and navigation links like "CONTACT US", "FAQ", "A TO Z INDEX", "ENGLISH", and "ESPAÑOL". A search bar contains "SEARCH OSHA". The main content area shows "Final Rule / Injury Tracking Application" and "Injury Tracking Application". On the right, there is a red button "Launch the Injury Tracking Application" with a right arrow icon. Below it are blue buttons for "Who", "What", "When", and "How". At the bottom of the right sidebar, there is a section titled "Job Aids (How-To documentation)" with a list of links: "Getting started in ITA", "Setting up an account", and "Create an establishment".

Who: All employers with 20 or more employees during 2020

What: Electronically submit OSHA form 300A

When: March 2, 2021, is the deadline for electronically reporting your OSHA Form 300A data for calendar year 2020. Collection will begin on January 2, 2021.

How: <https://www.osha.gov/injuryreporting/>, then click Launch Injury Tracking Application on top right

Additional Information: click on Job Aids (How- To Documentation) on menu along right side