

# SPLASH ALERT

## Annual OSHA 300 Requirement

From February 1 through April 30 [Cal/OSHA Record-keeping](#) requires employers to post the OSHA 300A Form [Annual Summary](#) of Work-Related Injuries and Illnesses for the prior year be posted at each staffed facility. Employers must post a copy of the annual summary in each establishment in a conspicuous place or places where notices to employees are posted. The Cal/OSHA 300A form can be downloaded here in [PDF](#) or [Excel](#) format.

The requirements of the California standard apply to most employers with ten or more employees. Employers that may be exempt from OSHA posting and filing requirements are still required to immediately report serious occupational injuries, illnesses, or death of an employee within eight hours.

Information on [Cal/OSHA Electronic Submission of Workplace Injury and Illness Records](#) states employers in California that have establishments meeting one of the requirements below are required to electronically submit Form 300A injury and illness data:

- ◆ Establishments with 20 to 249 employees in the specific industries listed in [Appendix H](#) of Cal/OSHA's [regulations](#) regarding injury and illness records. Appendix H includes [NAICS Sector 22: Utilities](#), which includes establishments engaged in the provision of the following utility services: electric power, natural gas, steam supply, water supply, and sewage removal.
- ◆ All establishments with 250 or more employees, unless specifically exempted by [Section 14300.2](#) of Title 8 of the California Code of Regulations.

Visit Federal OSHA's [Injury Tracking Application \(ITA\)](#) website for information and instructions on how to submit electronically. The ITA will begin accepting 2023 injury and illness data on January 2, 2024. The due date to complete this submission is March 2, 2024.

Review the following documents for additional information:

- ◆ Recording and Reporting Requirements for COVID-19 Cases - [FAQs](#)
- ◆ Cal/OSHA offers an [eTool](#) for employers
- ◆ Cal/OSHA provides an optional worksheet to help employers complete Form 300A, found in [Appendix G](#).

Members participating in JPIA's Workers' Compensation Program can contact [Erin Bowles](#), Workers' Compensation Claims Manager, to run an OSHA 300 Log as a comparison to your agency's log.

