



OSHA Recordkeeping Guide to Reporting Electronic Loss Data

Submission guidelines

Establishments with 250 or more employees that are currently required to keep OSHA injury and illness records and establishments with 20-249 employees that are classified in [certain high hazard industries](#) with historically high rates of occupational injuries and illnesses.

Defining an “establishment”

An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. For activities where employees do not work at a single physical location, such as construction; transportation; communications, electric, gas and sanitary services; and similar operations, the establishment is represented by main or branch offices, terminals, stations, etc. that either supervise such activities or are the base from which personnel carry out these activities.

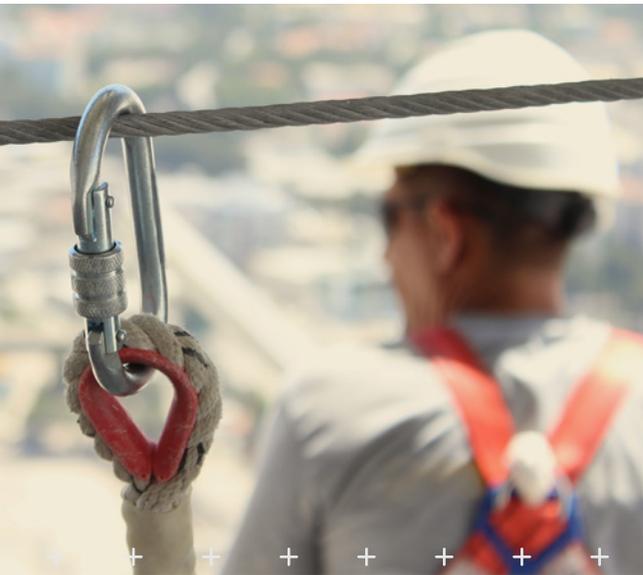
Can one business location include two or more establishments?

Normally, one business location has only one establishment. Under limited conditions, the employer may consider two or more separate businesses that share a single location to be separate establishments.

An employer may divide one location into two or more establishments only when:

- + Each of the establishments represents a distinctly separate business;
- + Each business is engaged in a different economic activity;
- + No one industry description in the North American Industry Classification System (2007) codes applies to the joint activities of the establishments; and
- + Separate reports are routinely prepared for each establishment on the number of employees, their wages and salaries, sales or receipts, and other business information. For example, if an employer operates a construction company at the same location as a lumber yard, the employer may consider each business to be a separate establishment.





Can an establishment include more than one physical location?

Yes, but only under certain conditions. An employer may combine two or more physical locations into a single establishment only when:

- + The employer operates the locations as a single business operation under common management;
- + The locations are all located in close proximity to each other; and
- + The employer keeps one set of business records for the locations, such as records on the number of employees, their wages and salaries, sales or receipts, and other kinds of business information. For example, one manufacturing establishment might include the main plant, a warehouse a few blocks away and an administrative service building across the street.

What must be submitted?

Covered establishments must electronically submit information from their OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) for each establishment.

How to submit the information

OSHA provides a [secure website \("Injury Tracking Application Log In"\)](#) 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 application programming interface (API).

Deadlines

Each year by March 2nd, covered establishments must submit information from their completed Form 300A for the previous year.

Establishment exemptions

Yes. Establishments that meet any of the following criteria do not have to submit their information to OSHA:

- + The establishment's peak employment during the previous calendar year was 19 or fewer, regardless of the establishment's industry.
- + The establishment had a peak employment between 20 and 249 employees during the previous calendar year and the establishment's industry is not on this [high hazards](#) industry list.
- + The establishment is found on the [Partially Exempt Industries list](#), regardless of size.



Additional information

Covers all corrective and preventive maintenance on covered equipment as defined in a consolidated Maintenance Service Agreement (MSA).

- + Applicable Federal OSHA Standard: 29 CFR 1904.41 [+ Link](#)
- + Final Rule Issued to Improve Tracking of Workplace Injuries and Illnesses [+ Link](#)
- + OSHA's Main Website [+ Link](#)
- + OSHA Recordkeeping Q&A Search Engine [+ Link](#)



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