

OSHA Injury and Illness Recordkeeping and Reporting Requirements

(Forms 300 and 300A) -- post February 1 – April 30

Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses (certain low-risk entities are exempt) using the below forms. Minor injuries requiring first aid only do not need to be recorded.

- Log of Work-Related Injuries and Illnesses (OSHA Form 300)
- Summary of Work-Related Injuries and Illnesses (OSHA Form 300A)
- Injury and Illness Incident Report (OSHA Form 301)

Employers who are required to keep Form 300, the Injury and Illness log, must post Form 300A, the Summary of Work-Related Injuries and Illnesses, in a workplace every year from February 1 to April 30.

The OSHA Recordkeeping Forms can be found in both PDF and Excel formats on the OSHA website at osha.gov/recordkeeping/RKforms.html. For questions on how to record injuries or illnesses, please visit the OSHA website which provides a free 15 minute tutorial that can be found at osha.gov/recordkeeping/tutorial.html.

