

OSHA e-Reporting

OSHA believes electronic reporting of injury and illnesses will improve safety for workers. **March 2nd is the deadline** for electronically reporting your OSHA Form 300A data for the previous calendar year. Remember, not all establishments need to submit their OSHA 300A data, but it does include auto and metal recyclers and facilities with 250+ employees.

Injury & Illness Incident reporting

OSHA 300 Form is used to log work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the OSHA 300 Form or Log of Work-Related Injuries and Illnesses to record specific details about what happened and how it happened. By using the OSHA produced Excel format the incidents reported on the Form 300 will automatically be tallied in the Form 300A for the annual summary.

OSHA 301 Form is also used to record work-related injuries and illnesses but is an incident specific form. A new Form 301 would be completed for each in-jury or illness incident. The information on Form 301 is what is required to be re-reported to OSHA or the state program under the updated regulation affective January 2015.

Post OSHA 300A Summary shows the totals of recorded events for the year in each category. At year-end, post the 300A Log in a visible location so that employees are aware of the injuries and illnesses occurring in their workplace. Post the OSHA 300A log in an employee accessible area such as near the Department of Labor required postings.

- POST the 300A Log in an employee accessible area from February 1st through April 30th each year.
- Report severe incidents to the state OSHA agency.

Facilities with less than 10 employees are NOT subject to the regulation.

Anti-retaliation Notification

The rule prohibits employers from discouraging workers from reporting an injury or illness. The rule requires employers to inform employees of their right to report work-related injuries and illnesses free from retaliation, which can be satisfied by posting the already-required OSHA workplace poster, the state specific poster or a memorandum or sign that explains the anti-retaliation clause.

Automotive salvage facilities are categorized under the SIC (Standard Industry Classification) system as 5015 as utilized in stormwater permitting. That category generally stands for “used auto parts wholesale.” In the other categorizing system called NAICS (North American Industry Classification System) auto salvage is classified as 423140 with the prefix 42 identifying the

industry as a “wholesale trade” one of the identified industry types for annual electronic reporting of the OSHA 300A (Injury Summary Log) in addition to posting it in the workplace. Metal recyclers (SIC 5093 and NAICS 423930) as “Recyclable Merchant Wholesaler” is also identified as needing to report OSHA 300A log electronically given the same prefix 42 as auto recyclers.

OSHA Summary 300A Log Reporting

Establishments with 250 or more employees and 20-249 employees in certain high-risk industries, including auto and metal recycling, must submit information from their Form 300A by March 2nd each year. Facilities with fewer than 20 employees do not have to electronically submit the 300A Log. Both small and large sized facilities must POST the 300A Log in an employee accessible area from February 1st through April 30th each year. Facilities with less than 10 employees are NOT subject to the regulation.

Deadline for e-Reporting 300A Log is March 2nd

Electronic Submission of Records

The Injury Tracking Application (ITA) is accessible from the ITA launch page, where you can provide the agency your OSHA Form 300A information. Certain employers are required to submit to OSHA the information from their completed Form 300A by March 2nd of the year after the calendar year covered by the form.

Severe Injury Reporting

Employers must report any worker fatality within 8 hours and any amputation, loss of an eye, or hospitalization of a worker within 24 hours.

Facilities (with more than 10 employees) must POST the 300A Log in an employee accessible area from February 1st through April 30th each year.

Anti-retaliation Notification

The rule prohibits employers from discouraging workers from reporting an injury or illness. The rule requires employers to inform employees of their right to report work-related injuries and illnesses free from retaliation. THAT IS THE ANNUAL TRAINING TOPIC. It is not necessary to train employees on OSHA reporting requirements.

The Rule clarifies the existing implicit requirement that an employer’s procedure for reporting work-related injuries and illnesses must be reasonable and not deter or discourage employees from reporting; and incorporates the existing statutory prohibition on retaliating against

employees for reporting work-related injuries or illnesses.

Injury & Illness Incident Form 300/301 reporting

Online reporting is subject to state program rules and systems in 26 states and territories. Many states operate their own occupational safety and health programs for private sector and/or government workers. Reporting requirements may vary by state, although all states must have or be in the process of developing requirements that are at least as effective as OSHA's.

Michigan OSHA Incident reporting

A Michigan employer must report the work-related death of any employee by phone to MIOSHA within 8 hours. Using MIOSHA's toll-free number: **800-858-0397**.

A Michigan employer must report to MIOSHA within 24 hours when an employee suffers one of the following as a result work: An amputation, loss of an eye, or inpatient hospitalization.

Reporting Methods

Fatalities must be called in to MIOSHA within 8 hours using; **800-858-0397**.

For amputation, loss of eye, or inpatient hospitalization.

You may use the online portal; [Employee Injury/Illness Incident Report](#)

Or

You can provide the information by calling **800-858-0397**; Monday through Friday, 8:00 am to 5:00 pm.

Federal reporting

Facilities in the remaining states must follow and report directly to OSHA via the electronic reporting page, once the webpage becomes interactive again. Those states include Arkansas, Alabama, Colorado, Delaware, DC, Florida, Georgia, Idaho, Kansas, Louisiana, Massachusetts, Mississippi, Missouri, Montana, Nebraska, New Hampshire, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Dakota, Texas, Wisconsin, and West Virginia.

How will electronic submission work?

The Injury Tracking Application (ITA) is accessible from the ITA launch page, where you can provide the Agency your OSHA Form 300A information. The date by which certain employers are required to submit to OSHA

the information from their completed Form 300A is March 2nd. Covered establishments are only required to electronically submit information from Form 300A (Summary of Work-Related Injuries and Illnesses). The requirement to keep and maintain OSHA Forms 300, 300A, and 301 for five years is not changed by this Final Rule. You can submit to:
<https://www.osha.gov/injuryreporting/>

Right to Report a Work-related Injury

Under federal law, you are entitled to a safe workplace. Employers must provide a workplace free of known health and safety hazards. If you have concerns or injuries, you have the right to speak up without fear of retaliation. You have the right to report a work-related injury.

Key Points:

- Promptly report all injuries, “near misses” and hazards.
- You will not be “blamed” for reporting an injury or a job hazard.
- Keep a constant lookout for potential hazards.
- Take responsibility for your own safety.

Why report injuries? If you or a co-worker are injured at work, it’s important to report it to a supervisor as soon as possible – even if the injury is minor. Sometimes, incidents occur which almost lead to injuries but don’t, these are called “near misses.” It’s important that you report these, too.

Here are some reasons why you should promptly report all injuries and near misses: – so you can get first aid or medical attention to prevent a minor injury from becoming infected or otherwise getting worse – so your co-workers don’t get hurt as well – so we can take preventive action, such as putting a safety guard on a sharp blade or posting a “warning” sign, in order to avoid serious injuries in the future.

We care about your safety, and the safety of all of our employees. That’s why it’s important that we know about any unsafe conditions.

DO:

Ask for help if you get hurt – even if the injury is minor.

Be on the constant lookout for all potential hazards.

Think about the importance of safety, both on and off the job.

DON'T:

Delay reporting an injury because you think you can “handle it yourself.”

Take shortcuts or engage in unsafe work habits that result in an injury.

Forget to think about how an injury can be prevented from occurring.

Workplace Safety is a Team Effort!

Work-related injuries that require hospitalization must be reported in as little as 24 hours, so employees need to be prompt in making management aware of even minor injuries. Reporting potential hazards is also important to keep our workplace a safe one!