



# Occupational Health & Safety Bulletin



## OSHA Updates

The OSHA deadline for electronic reporting of OSHA 300A data is March 2, 2020. In 2018, Cal/OSHA issued emergency regulations to amend its standard to the Fed/OSHA requirements, and in December of 2019, Cal/OSHA voted to make these changes permanent.

The approved Cal/OSHA permanent regulations now require establishments to electronically submit their Form 300A data each year via the [Fed/OSHA ITA system](#) online by March 2, 2020, for the previous calendar year. The following establishments must comply with this regulation:

- All establishments with 250 or more employees, unless specifically exempted by [Section 14300.2](#) of Title 8 of the California Code of Regulations
- Establishments with 20-249 employees in the specific industries listed in [Appendix H](#) of Cal/OSHA's [regulations regarding occupational injury and illness records](#).

If your establishment meets the criteria above, then you will need to create an establishment for each of your physical locations under a single account. If your establishment has not already created an account, you will need to do this first. OSHA defines “establishment” as a single physical location where the business is conducted or where services or industrial operations are performed. This means if you have multiple addresses where work is conducted, you will need multiple establishments within the ITA system. The system also requires a 300A form to be submitted for each establishment even if there are not any injuries reported. These locations would report zeroes for their injury and illness counts.

OSHA allows data to be entered in two different ways. The first and easiest depending on the number of establishments is to manually enter the data. They also allow for importing CSV files but it needs to be in a [specific format](#). The site also has a comprehensive help section under “Job Aids” on the [main login screen](#).

This new ruling does not affect existing requirements for keeping 300 Logs and posting 300A summary forms from February 1 to April 30 each year.

If you have any questions, please reach out to [Scott Rhymes](#) in our OHS department.

**References:** *Electronic Submission of Workplace Injury and Illness Records*, [State of California Dept. of Industrial Relations](#).

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