



## Checklist

# OSHA Forms 300, 300A and 301 Reporting: A Step-by-Step Checklist

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## The **March 2 deadline** for OSHA's electronic reporting of workplace injury and illness data is fast approaching.

This requirement applies to certain employers who must submit their OSHA Forms 300, 300A and 301 through OSHA's Injury Tracking Application (ITA). Failing to meet the deadline can result in penalties or enforcement actions, making it essential to ensure your organization is prepared.

Use this checklist to confirm your reporting obligations and successfully navigate the submission process.



### 01

#### Determine if Your Establishment Must Submit Data

- Verify your employee count and industry classification.
- You must submit OSHA Form 300A if your establishment:
  - Has 250 or more employees and is not in an **exempt industry**.
  - Has 20–249 employees and is listed in Appendix A to Subpart E of OSHA's recordkeeping regulation.
- You must submit OSHA Forms 300, 300A and 301 if your establishment:
  - Has 100 or more employees and is in an industry listed in Appendix B to Subpart E.
- Use OSHA's ITA reporting determination tool to confirm your obligations: [OSHA ITA Report Tool](#)

### 02

#### Gather the Required Data



- Ensure all required injury and illness records for the previous calendar year are complete and accurate.
- Prepare the following forms for submission:
  - OSHA Form 300**  
Log of Work-Related Injuries and Illnesses
  - OSHA Form 300A**  
Summary of Work-Related Injuries and Illnesses
  - OSHA Form 301**  
Injury and Illness Incident Report (if applicable)
- Verify all log entries are accurate, including case classifications, injury descriptions and lost/restricted workdays.

# 03

## Access the Injury Tracking Application (ITA)

- **New users:** Create an account and complete an establishment profile in OSHA's Injury Tracking Application (ITA).
- **Returning users:** Log in and update your establishment profile with any relevant changes.
- Choose your preferred submission method:
  - Manually enter data via the ITA web form.
  - Upload a CSV file to the ITA.
  - Submit data electronically via API integration.
- Access the [ITA User Guide](#) for instructions.

# 04

## Review Submission for Accuracy

- Cross-check workplace injury and illness records against your logs.
- Verify that data aligns with OSHA's reporting requirements.
- Ensure establishment details (e.g., name, address, NAICS code) are correct.



# 05

## Submit Data by March 2

- Log into the [ITA portal](#) and complete the electronic submission.
- Save confirmation of submission for your records.
- Keep copies of submitted forms for at least five years, as required by OSHA.

# 06

## Avoid Common Mistakes

- Failing to report by March 2 may result in OSHA penalties.
- Do not assume OSHA will notify you of reporting requirements—determine your eligibility independently.
- Double-check data accuracy before submission to prevent compliance issues.
- Ensure data security by submitting through OSHA's secure [ITA portal](#).

By following this checklist, your organization can stay compliant with OSHA's electronic reporting requirements and avoid potential fines. For further guidance, [visit OSHA's ITA FAQs](#).





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# Let's chat

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As safety professionals and long-term leaders in the Verdantix EHS Green Quadrant, our deep and practical insight addresses your evolving needs, helping you achieve your health, safety and sustainability goals.

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