



OSHA 300A Compliance Checklist (Annual Summary Requirements)

1. Determine Applicability

- Confirm the business had **more than 10 employees** at any time during the previous calendar year.
 - Verify whether the business is in a **partially exempt low-hazard industry** (e.g., certain retail, finance, or service sectors).
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2. Complete OSHA Form 300 and 301 (Prerequisites)

- Ensure all **recordable work-related injuries and illnesses** for the year are logged on OSHA Form 300.
 - Ensure an OSHA Form 301 Incident Report is completed for each case.
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3. Prepare OSHA Form 300A (Annual Summary)

- Transfer annual totals from OSHA Form 300 into Form 300A.
 - Enter totals for:
 - o Deaths
 - o Cases with days away from work
 - o Job transfer or restriction cases
 - o Other recordable cases
 - Enter **annual average number of employees** and **total hours worked** for the year.
 - If no incidents occurred, complete the form with **zeros** in all summary fields.
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4. Executive Certification

- Have a company executive (owner, officer, or highest-ranking official onsite) **certify** the accuracy of Form 300A.
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5. Posting Requirements

- Post the certified Form 300A in a **conspicuous location** where employee notices are normally displayed.
- Post annually from **February 1 through April 30**.



- Post at **each physical establishment**, if multiple worksites exist.
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6. Electronic Submission Requirements

- Determine whether electronic submission to OSHA's **Injury Tracking Application (ITA)** is required.
 - Submit Form 300A data for the prior calendar year **by March 2** (e.g., 2025 data due March 2, 2026).
 - If in a **high-hazard industry** with **100+ employees**, also submit OSHA Forms **300 and 301** electronically (new expanded rule).
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7. Record Retention

- Maintain OSHA Forms 300, 300A, and 301 for **five years** at the establishment.
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8. Employee Access

- Provide copies of OSHA injury and illness records to employees or authorized representatives upon request.