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## ACCESSING SAFETY KNOWLEDGE (ASK) SHEET: *OSHA'S E-REPORTING*

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OSHA has updated its requirement for employers to report their injuries and illnesses. Until this year each employer had only to maintain injury and illness data for their location that required more than first aid at their company. Beginning in 2017 some companies must now report those injuries and illnesses to OSHA. Below are the highlights of the new requirements:

- For establishments with 250+ employees the OSHA 300A Summary will have to be uploaded to the OSHA website by **December 1, 2017**.
- For establishments with 20-249 employees, in designated high hazard industries, the OSHA 300A Summary will have to be uploaded to the OSHA website by **December 1, 2017**.
- Beginning in 2018 establishments with 250+ employees will have to upload their OSHA 300A Summary, the OSHA Log 300 and their OSHA 301 forms.

**What does this mean for you as an employee?** Just as you always have, you should continue to report any injuries and illnesses to your employer as soon as possible. Accurate recording of work-related injuries and illnesses will continue to be managed in order to create the best possible outcome. Employers are not allowed to retaliate against an employee who reports a hazard, injury or illness. This update strengthens the employees' rights to report. Your employer should provide training to you on how to report injuries and illnesses.

**What does this mean for my company?** OSHA believes that this update will encourage employers to address the workplace hazards that are the main causes of injuries/illnesses in their workplace. Your company will have to determine if the new rule applies to the company and who will provide the information to OSHA. Host sites and general contractors will be able to access the information provided to OSHA, except for personally identifiable information. OSHA will be posting most of the data collected for anyone interested to look at a company's information - no names, addresses, names of healthcare providers or healthcare facilities name or addresses will be disclosed. Proper recording and reporting of the data may be used in determining successful contracts for work. By reporting all injuries and illnesses as soon as possible will help the company to manage work-related cases.

**Why does OSHA want to know about my company's injuries and illnesses?** OSHA will be using the data to more efficiently complete its enforcement and compliance assistance activities. OSHA wants to make information available to employers so that they can compare their injury experience with other businesses in their industry and allow employees and other stakeholders community members, investors, job seekers, customers) to see the data for trends.

*Provided by the ASA - Houston Chapter Safety Committee - August 2017*

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