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CAWP Safety Bulletin #1-21

January 22, 2021

OSHA has three methods of injury and illness recordkeeping and reporting – the posting of the OSHA 300A Form, electronic reporting, and severe injury reporting.

General Recordkeeping Requirements

Contractors with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. Minor injuries requiring first aid only do not need to be recorded. For information on how OSHA defines recordable injuries/illnesses and first aid, visit: www.osha.gov/recordkeeping

This information helps employers, workers and OSHA evaluate the safety of a workplace, understand industry hazards, and implement worker protections to reduce and eliminate hazards – preventing future workplace injuries and illnesses.

OSHA 300A Form Posting

- Contractors are required to post their year 2020 OSHA 300A Form (Summary of Work-Related Injuries and Illnesses) by February 1 and keep it posted until April 30, 2021.
- The OSHA 300 (Log), OSHA 300A (Summary), and Worksheets can be downloaded at www.osha.gov/recordkeeping/forms
- The records must be maintained for at least five years.

OSHA 300A Electronic Reporting

- Contractors are required to electronically submit information from their 2020 OSHA Form 300A by **March 2, 2021**.
- The rule applies to contractors who employ 20 or more employees.
- OSHA offers three options for data submission: users can manually enter data into a web form (easiest), upload a CSV file, or users of automated recordkeeping systems can transmit data electronically.
- For instructions, visit <https://www.osha.gov/injuryreporting/index.html>
- To launch the program and submit your company's 2020 300A information visit <https://www.osha.gov/injuryreporting/ita/>

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.
- Contractors can call the nearest OSHA office (Pittsburgh # is (412) 395-4903) & (Erie is (814) 874-5150), the 24-hour hotline at 1-800-321-6742 (OSHA), or report online.

This Safety Bulletin may be downloaded at www.cawp.org under Services/Safety. If you have any questions, please contact Jason at the Association at (412) 343-8000 or email jasonk@cawp.org.

Notice: Western PA Heavy & Highway Construction Industry Advancement Program fees may be deducted as a business expense but not as a charitable contribution. Effective January 1, 2021, 1.639%

UPCOMING EVENTS

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[2021 CAWP / H2AP Virtual Membership Event & Prize Bash](#)

2/24/2021 & 2/25/2021
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of such fees are not deductible in accordance with IRC Section 6033.

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