



# CAWP SAFETY BULLETIN

CAWP Safety Bulletin #1-23

January 24, 2023

## ***OSHA's Recordkeeping & Reporting***

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](http://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 2022 *OSHA 300A Form (Summary of Work-Related Injuries and Illnesses)* by **February 1** and **keep it posted until April 30, 2023**.
- The *OSHA 300 (Log)*, *OSHA 300A (Summary)*, and *Worksheets* can be downloaded at [www.osha.gov/recordkeeping/forms](http://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 2022 OSHA Form 300A by **March 2, 2023**.
- 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 2022 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](http://www.cawp.org) under SAFETY. If you have any questions please contact Jason at the Association office at (412) 343-8000 or email [jasonk@cawp.org](mailto:jasonk@cawp.org).*

### UPCOMING EVENT

February 13-17, 2023 [CAWP Annual Meeting in Atlantis](#)

### RECENT BULLETINS

January 10, 2023  
CAWP 2023-2026 Labor Agreement -  
**CAWP Labor Bulletin #01-23**  
[\(Member Account Needed\)](#)

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