

OSHA RECORDKEEPING

- 2024 OSHA forms must be posted on the Electronic Injury Tracking Application (ITA) before March 2, 2025.
- Employers must maintain the records at the worksite for a minimum of five years.
- Employers must post OSHA Log Summary (300A FORM) each February through April for the previous year.

[Electronic Injury Tracking Application](#)

How does OSHA define a recordable injury or illness?

- Any work-related fatality.
- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.
- Any work-related injury or illness requiring medical treatment beyond first aid.
- Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums.
- There are also special recording criteria for work-related cases involving: needlesticks and sharps injuries, medical removal, hearing loss, and tuberculosis.

[OSHA Recordkeeping Video](#)

To report an incident to OSHA call 1-800-321-6742 or visit www.osha.gov/report.

Look for an email from your Berkley Industrial Comp Risk Assessment Management & Prevention Consultant with more details on OSHA Recordkeeping Guidelines or go to our Safety Resources page on our website.

