

OSHA Recordkeeping Compliance Checklist

OSHACompliance.net
Updated 2025

Requirement	Notes / Action Required
WHO MUST KEEP RECORDS	
■ Confirmed whether business is required to keep OSHA records (11+ employees, non-exempt industry)	<i>Check OSHA's industry exemption list</i>
■ If exempt from routine recordkeeping, severe injury reporting requirements still verified	<i>All employers must report</i>
OSHA FORM 300 — LOG OF INJURIES AND ILLNESSES	
■ Form 300 log started for current calendar year	
■ All recordable cases entered within 7 calendar days of notification	
■ Each case includes: employee name, job title, date, location, description, classification	
■ Number of days away from work or on restricted duty recorded accurately	
■ Work-relatedness determination made for each case	
■ First-aid-only cases correctly excluded from the log	
■ Logs from prior 5 calendar years retained and accessible	
OSHA FORM 300A — ANNUAL SUMMARY	
■ Form 300A totals calculated from Form 300 entries	
■ Average number of employees calculated correctly	
■ Total hours worked calculated for the year	
■ Form 300A signed by company executive (owner, officer, or highest-ranking official at establishment)	<i>Signature required</i>
■ Form 300A posted Feb 1 – Apr 30 in a location visible to all employees	<i>Even if totals are all zero</i>
■ Form 300A for prior year retained for 5 years	

OSHA FORM 301 — INCIDENT REPORT

- Form 301 (or equivalent workers' comp form) completed for each recordable case
- Completed within 7 calendar days of notification
- Includes: how injury occurred, what employee was doing, object/substance involved
- Forms retained for 5 years

ELECTRONIC SUBMISSION (ITA)

- Determined whether electronic submission is required for your establishment size and industry
- If required: Form 300A data submitted by March 2 deadline *Via OSHA ITA at [osha.gov/ita](https://www.osha.gov/ita)*
- If 100+ employees in high-hazard industry: Forms 300 and 301 data also submitted

EMPLOYEE ACCESS TO RECORDS

- Employees informed of their right to access the Form 300 log
- Current and former employees provided access to records within 4 business hours of request
- Personal employee medical information protected — names may be withheld for privacy cases

SEVERE INJURY REPORTING

- Process in place to report worker fatality to OSHA within 8 hours *Call 1-800-321-OSHA*
- Process in place to report amputation, loss of eye, or 3+ hospitalized workers within 24 hours
- OSHA area office phone number accessible to supervisors 24/7