



OSHA 300A Posting Requirement

Each February through April, OSHA requires employers to post a summary of the injuries and illnesses recorded the previous year. The records must be maintained at the worksite for at least five years. There is now a new requirement for employers to submit this information electronically to OSHA. This will make workplace injury and illness information publicly available. This change in OSHA's rulemaking requirements will improve safety for workers across the country. The thought behind this change is based on human behavior and motivation. Behavioral economics tells us that making injury information publicly available will "nudge" employers to focus on safety, and create less fear among employees by reporting an injury or illness.

What is the Form 300?

The Form 300 is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, employers must log specific details about what happened and how it happened. The Summary is a separate form (Form 300A) — this form shows the totals for the year in each category (injuries, illnesses, etc.).

Why is Form 300 needed?

Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. Certain low risk industries are exempt from posting and the list* can be found at the end of this article. Minor injuries requiring first aid only do not need to be recorded. 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.

Electronic Submittal

Effective January 1, 2017, companies who are required to complete the 300A form with 250+ employees must submit their summary data to OSHA electronically. Establishments with 20-249 employees in certain high-risk industries** must submit information from their 2017 Form 300A by July 1, 2018. Beginning in 2019 and every year thereafter, the information must be submitted by March 2.

Should my business be submitting our Form 300 data to OSHA?

Companies that meet *any* of the following criteria **DO NOT** have to send their information to OSHA:

- Your company's peak employment during the previous calendar year was 19 or fewer, regardless of the establishment's industry.
- Your company's industry **is on the list below***, regardless of the size of the company.

- Your company had a peak employment between 20 and 249 employees during the previous calendar year AND the company's industry **is not on the list below***.

HR Partners is here to help assist and answer any questions regarding OSHA, recordkeeping requirements, and any other HR related questions. Please reach out to our office at 770-248-0401 and speak to any of our helpful team members.

***Industries Exempt from OSHA Posting Requirements**

NAICS Code	Industry Description	NAICS Code	Industry Description
4412	Other Motor Vehicle Dealers	5411	Legal Services
4431	Electronics and Appliance Stores	5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services
4461	Health and Personal Care Stores	5413	Architectural, Engineering, and Related Services
4471	Gasoline Stations	5414	Specialized Design Services
4481	Clothing Stores	5415	Computer Systems Design and Related Services
4482	Shoe Stores	5416	Management, Scientific, and Technical Consulting Services
4483	Jewelry, Luggage, and Leather Goods Stores	5417	Scientific Research and Development Services
4511	Sporting Goods, Hobby, and Musical Instrument Stores	5418	Advertising and Related Services
4512	Book, Periodical, and Music Stores	5511	Management of Companies and Enterprises
4531	Florists	5611	Office Administrative Services
4532	Office Supplies, Stationery, and Gift Stores	5614	Business Support Services
4812	Nonscheduled Air Transportation	5615	Travel Arrangement and Reservation Services
4861	Pipeline Transportation of Crude Oil	5616	Investigation and Security Services

4862	Pipeline Transportation of Natural Gas	6111	Elementary and Secondary Schools
4869	Other Pipeline Transportation	6112	Junior Colleges
4879	Scenic and Sightseeing Transportation, Other	6113	Colleges, Universities, and Professional Schools
4885	Freight Transportation Arrangement	6114	Business Schools and Computer and Management Training
5111	Newspaper, Periodical, Book, and Directory Publishers	6115	Technical and Trade Schools
5112	Software Publishers	6116	Other Schools and Instruction
5121	Motion Picture and Video Industries	6117	Educational Support Services
5122	Sound Recording Industries	6211	Offices of Physicians
5151	Radio and Television Broadcasting	6212	Offices of Dentists
5172	Wireless Telecommunications Carriers (except Satellite)	6213	Offices of Other Health Practitioners
5173	Telecommunications Resellers	6214	Outpatient Care Centers
5179	Other Telecommunications	6215	Medical and Diagnostic Laboratories
5181	Internet Service Providers and Web Search Portals	6244	Child Day Care Services
5182	Data Processing, Hosting, and Related Services	7114	Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures
5191	Other Information Services	7115	Independent Artists, Writers, and Performers
5211	Monetary Authorities - Central Bank	7213	Rooming and Boarding Houses
5221	Depository Credit Intermediation	7221	Full-Service Restaurants
5222	Nondepository Credit Intermediation	7222	Limited-Service Eating Places
5223	Activities Related to Credit Intermediation	7224	Drinking Places (Alcoholic Beverages)
5231	Securities and Commodity Contracts Intermediation and Brokerage	8112	Electronic and Precision Equipment Repair and Maintenance

5232	Securities and Commodity Exchanges	8114	Personal and Household Goods Repair and Maintenance
5239	Other Financial Investment Activities	8121	Personal Care Services
5241	Insurance Carriers	8122	Death Care Services
5242	Agencies, Brokerages, and Other Insurance Related Activities	8131	Religious Organizations
5251	Insurance and Employee Benefit Funds	8132	Grantmaking and Giving Services
5259	Other Investment Pools and Funds	8133	Social Advocacy Organizations
5312	Offices of Real Estate Agents and Brokers	8134	Civic and Social Organizations
5331	Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)	8139	Business, Professional, Labor, Political, and Similar Organizations

****High-Risk Industries**

NAICS	Industry	NAICS	Industry
11	Agriculture, forestry, fishing and hunting	4921	Couriers and express delivery services
22	Utilities	4922	Local messengers and local delivery
23	Construction	4931	Warehousing and storage
31-33	Manufacturing	5152	Cable and other subscription programming
42	Wholesale trade	5311	Lessors of real estate
4413	Automotive parts, accessories, and tire stores	5321	Automotive equipment rental and leasing
4421	Furniture stores	5322	Consumer goods rental
4422	Home furnishings stores	5323	General rental centers
4441	Building material and supplies dealers	5617	Services to buildings and dwellings
4442	Lawn and garden equipment and supplies stores	5621	Waste collection
4451	Grocery stores	5622	Waste treatment and disposal
4452	Specialty food stores	5629	Remediation and other waste management services
4521	Department stores	6219	Other ambulatory health care services
4529	Other general merchandise stores	6221	General medical and surgical hospitals

4533	Used merchandise stores	6222	Psychiatric and substance abuse hospitals
4542	Vending machine operators	6223	Specialty (except psychiatric and substance abuse) hospitals
4543	Direct selling establishments	6231	Nursing care facilities
4811	Scheduled air transportation	6232	Residential mental retardation, mental health and substance abuse facilities
4841	General freight trucking	6233	Community care facilities for the elderly
4842	Specialized freight trucking	6239	Other residential care facilities
4851	Urban transit systems	6242	Community food and housing, and emergency and other relief services
4852	Interurban and rural bus transportation	6243	Vocational rehabilitation services
4853	Taxi and limousine service	7111	Performing arts companies
4854	School and employee bus transportation	7112	Spectator sports
4855	Charter bus industry	7121	Museums, historical sites, and similar institutions
4859	Other transit and ground passenger transportation	7131	Amusement parks and arcades
4871	Scenic and sightseeing transportation, land	7132	Gambling industries
4881	Support activities for air transportation	7211	Traveler accommodation
4882	Support activities for rail transportation	7212	RV (recreational vehicle) parks and recreational camps
4883	Support activities for water transportation	7213	Rooming and boarding houses
4884	Support activities for road transportation	7223	Special food services
4889	Other support activities for transportation	8113	Commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance
4911	Postal service	8123	Dry-cleaning and laundry services

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Sources: [OSHA](#)