

OSHA Reporting & Recordkeeping Deadlines

When to call OSHA, when to post the 300A, when to submit electronically — every required deadline under 29 CFR Part 1904 on one page.



Fatality — within 8 hours

Report any work-related fatality to OSHA within 8 hours of knowing about it. Call 1-800-321-OSHA (6742), report online, or call the nearest OSHA Area Office during business hours.

§1904.39(a)(1)



Inpatient hospitalization, amputation, or loss of an eye — within 24 hours

Report any in-patient hospitalization, amputation, or loss of an eye that results from a work-related incident within 24 hours of knowing about it. Use the same channels as fatality reporting.

§1904.39(a)(2)



Post Form 300A — Feb 1 through Apr 30

Post the previous year's Summary of Work-Related Injuries and Illnesses (Form 300A) in a conspicuous workplace location from February 1 through April 30. A company executive must certify the summary.

§1904.32(b)(5)–(6)



Electronic 300A submission — by March 2

Establishments with 250+ employees, and 20–249 employees in designated high-hazard industries, must submit Form 300A data through OSHA's Injury Tracking Application by March 2 each year.

§1904.41



Retain records — 5 years

Keep the OSHA 300 Log, 301 Incident Reports, and 300A Annual Summary for 5 years following the end of the calendar year they cover. Update the 300 Log when new information becomes available.

§1904.33



Determine recordability within 7 days

Once you receive information that a recordable injury or illness has occurred, enter it on the 300 Log and complete a 301 Incident Report (or equivalent) within 7 calendar days.

§1904.29(b)(3)