

OSHA INJURY AND ILLNESS RECORDKEEPING & REPORTING

MIOSHA STANDARD PART 11



POST ANNUAL SUMMARY FEBRUARY 1 - APRIL 30
ANNUAL REPORTING IS DUE BY MARCH 2

WHO'S COVERED?

Employers with more than 10 employees* are required to record all of the following:

- Document each recordable injury or illness incidence on the OSHA Form 301 "Injury and Illness Incident Report" or equivalent form.
- Log each new work-related injury and illness cases on the OSHA Form 300 "Log of Work-Related Injuries and Illnesses". This log must be kept updated and maintained at the main office.
- Compile a summary of all recordable injuries and illnesses at the end of each calendar year using the OSHA Form 300A "Summary of Work-Related Injuries and Illnesses."

Employers with 10 or fewer employees* or are classified as a low-hazard industry in Part 11 - Appendix A are not required to record injuries & illnesses.

**Determined by the number of employees (company-wide) during the last calendar year.*

WHAT'S "RECORDABLE"?

- Results in death
- Results in days away from work, restricted work, or transfer (DART)
- Requires treatment beyond first aid
- Involves loss of consciousness
- Is a "significant injury or illness" as diagnosed by medical professional

WHAT INCIDENTS TO REPORT?

All employers (regardless of the company size or industry) must report any serious work-related incident resulting in death, amputation, hospitalization, or the loss of an eye within these timeframes:



8 HOURS

FATALITIES MUST BE REPORTED BY PHONE WITHIN 8 HOURS.

MIOSHA HOTLINE
1-800-858-0397



24 HOURS

AMPUTATIONS, HOSPITALIZATIONS, OR LOSS OF AN EYE MUST BE REPORTED WITHIN 24 HOURS.

MIOSHA MAIN LINE
1-844-464-6742 OR

WWW.MICHIGAN.GOV/RECORDKEEPING

ANNUAL REPORTING & POSTING

- **10 OR FEWER EMPLOYEES:** Annual reporting & posting are not required.
- **OVER 10 EMPLOYEES:** Employers must post a copy of the OSHA Form 300A summary at each jobsite from February 1 - April 30.
- **BETWEEN 20 - 249 EMPLOYEES:**
In addition to posting, higher risk industries listed in Part 11 – Appendix B (construction is listed as a higher risk industry) are required to submit their Form 300A summary data using OSHA's [Injury Tracking Application \(ITA\)](#) by March 2.
- **250 OR MORE EMPLOYEES:** In addition to posting, these employers are also required to submit their Form 300, Form 300A, and Form 301 Injury and Illness Incident Reports using OSHA's Injury Tracking Application by March 2.
- **100 OR MORE EMPLOYEES and INDUSTRY IS LISTED IN PART 11 – APPENDIX B:** In addition to submitting their Form 300A summary data, these employers are also required to submit their Form 300 and Form 301 Injury and Illness Incident Reports using OSHA's Injury Tracking Application by March 2.