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OSHA 300A Readiness Checklist

Work through this in November and December so February 1 is a signature and a thumbtack, not a scramble.

February 1
Post the 300A summary. It stays up through April 30.

March 2
Electronic submission through OSHA's Injury Tracking Application (ITA), if your establishment is required to submit.

1. Reconcile the log

- [ ] **Compare the 300 log to every other source:** incident reports, workers' comp claims, first aid logs, and nurse or clinic records.
- [ ] **Find cases in comp claims that never made it to the log.** This is the most common gap, and the first one an inspector finds.
- [ ] **Include temporary workers you supervise day to day.** Their recordable cases belong on your log, not the staffing agency's.

2. Re-check recordability decisions

- [ ] **Confirm each case:** medical treatment beyond first aid, days away, restricted work or job transfer, or loss of consciousness.
- [ ] **Revisit decisions made the day of the injury,** before the clinic visit or follow-up was known.
- [ ] **Remove first aid cases that were logged by mistake.**

3. Close out day counts

- [ ] **Get final days away and restricted counts** from HR or the treating provider.
- [ ] **Apply the 180-day cap** per case.
- [ ] **Update cases still open** and note any that carry into next year.

4. Handle privacy cases

- [ ] **Enter "privacy case" instead of the name** for injuries to intimate body parts, sexual assault, mental illness and certain infectious diseases.
- [ ] **Keep the separate confidential list** of names for privacy cases.

5. Gather the summary numbers

- [ ] **Total hours worked** for the year. If you don't track monthly, ask payroll for January through October now.
- [ ] **Annual average number of employees.**
- [ ] **Set up a monthly hours pull** for next year so this is never a year-end scramble.

6. Certify, post and submit

- [ ] **Line up the certifying executive** (owner, officer, highest-ranking official at the site, or their direct supervisor). Put it on their calendar in early January.
- [ ] **Post where employee notices normally go**, February 1 through April 30. Plan an electronic posting for remote employees.
- [ ] **Confirm whether you must submit electronically** based on your establishment's size and industry, then file through the ITA by March 2.
- [ ] **Post even with zero cases.** A year with no recordables still needs a 300A showing zeros.
- [ ] **Keep the 300, 300A and 301** for five years after the end of the year they cover.

> Electronic submission generally applies to establishments with 250 or more employees, and to those with 20 to 249 employees in designated industries; some high-hazard industries with 100 or more employees also submit case-level data. Requirements depend on your industry code and headcount and can change, so confirm on OSHA's Injury Tracking Application page.

Make next year's 300A a non-event

TruVex walks every incident through the OSHA recordability questions when it's reported, tracks day counts as cases develop, records hours worked monthly and builds the 300 log and 300A summary for you. Book a 30-minute demo at truvexhq.com or email sales@truvexhq.com.

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