

USE M3 CONNECT TO MEET YOUR OSHA ELECTRONIC FILING REQUIREMENTS

WHO HAS TO FILE ELECTRONICALLY?

The electronic reporting rule affects establishments. An employer with multiple establishments may need to submit electronic reports for some establishments, but not for others. Affected establishments include:

- Establishments already required to keep OSHA records that have 250 or more employees; **AND**
- Establishments in certain high-risk industries with between 20 and 249 employees.

WHAT AND WHEN DO ESTABLISHMENTS HAVE TO FILE?

Submission Deadline	Number of Employees	
	250 +	20 - 249
Dec 1, 2017*	Form 300A	Form 300A
July 1, 2018	Forms 300A, 300, 301	Form 300A
March 2, 2019 (and beyond)	Forms 300A, 300, 301	Form 300A

In 2017, establishments will need to file information from their 2016 300A form. This form is a one-page summary of incidents and injuries for the year.

In 2018, large establishments (250+) will also have to file information from their 2017 300 and 301 forms electronically. The 300 form is a log of workplace injuries and illnesses, the 301 form is the incident report for each case that is logged in the OSHA 300 form.

**proposed submission deadline*

HOW DO I FILE?

First, you'll need to register on OSHA's [Injury Tracking Application \(ITA\)](#). Once you're registered, you can type in the data manually, or you can import a CSV file with the required data.

To create a CSV file:

1. Go to the **Forms** page of the OSHA log.
2. Check the box next to **Summary of work-related injuries and illnesses**.
3. Select the **Generate CSV** button.
4. The system will check if your log has any missing or incorrect data. Once that check is complete, select **Download CSV**.
5. If there are problems with your log, you'll be prompted to download your CSV. Once you have, you'll be able to go through your log and manually correct any errors before you submit.