



2018 SAFETY AND HEALTH BULLETIN

TO: All SMACNA Members **SB: 18-01**
FROM: Michael A. McCullion, CSP, ARM
Director of Market Sectors and Safety
DATE: February 1, 2018
SUBJECT: OSHA Injury and Illness Recordkeeping and Reporting

For 2018, OSHA [requirements for posting injury and illness records](#) remain the same but reporting your records to OSHA has changed. Each year, member companies with more than 10 employees must post OSHA injury and illness records from the prior year for employee review February 1 through April 30.

You must post a copy of the annual summary (OSHA Form 300A) in each establishment in a conspicuous place or places where notices to employees are customarily posted.

However, [new reporting requirements](#) for electronically reporting illness and injury data changes the process significantly. *Most companies (over 20 employees) will need to electronically submit their 2017 OSHA data by July 1, 2018.*

A change from prior notices from OSHA, all establishments over 20 employees need to submit only the OSHA 300A Form in 2018.

Reporting is done through a website available on the OSHA website. The Injury Tracking Application (ITA) is accessible from the [ITA launch page](#), where you are able to provide the Agency your 2017 OSHA Form 300A information.

For further information on the OSHA injury and illness recordkeeping and reporting requirements, contact Mike McCullion, SMACNA director of market sectors and safety, at 703-995-4027 or mmccullion@smacna.org.