

# #OhioAgSafety Corner

January 2022

## RECORDKEEPING AND REPORTING

It's that time of year when your OSHA injury and illness logs (Form 300) are reviewed, and the information documented on the summary (Form 300A). Ensure you have an incident report for each log entry and enough follow-up information to complete the log accurately. Check your industry code, your average number of employees, and your total hours worked for accuracy. Hint: your total number of hours worked should be about 2,000 x the number of employees.

Remember that all fatalities need to be reported to OSHA within 8 hours and all amputations, hospitalizations, and loss of eye need to be reported within 24 hours. This is true for ALL employers. These reports can be made at [osha.gov](https://www.osha.gov), by calling 1-800-321-OSHA, or in person or by phone at the nearest OSHA Area Office.

### IMPORTANT DATES:

- FEB 1 – APR 30: POST THE 300A SUMMARY FOR EMPLOYEE VIEWING
- MAR 2: SUBMIT DATA THROUGH OSHA'S WEBSITE

**OSHA**

[www.osha.gov](https://www.osha.gov)

[Contact Your Ohio OSHA Area Office](#)

800-321-6742 (OSHA)

**BWC Division of Safety & Hygiene  
and Ohio OSHA Consultation**

[bwc.ohio.gov/safety](https://bwc.ohio.gov/safety)

[OhioAgSafety@ohio.gov](mailto:OhioAgSafety@ohio.gov)

For more information on recordkeeping and recording visit

[www.osha.gov/recordkeeping](https://www.osha.gov/recordkeeping)

To submit your company's data, visit

[www.osha.gov/injuryreporting/](https://www.osha.gov/injuryreporting/)

THIS MONTH'S FEATURE:

### [ONLINE AND VIRTUAL EDUCATION](#)

BWC offers a variety of courses addressing industrial safety and hygiene, safety management, construction safety, ergonomics, and risk management. [Online courses](#) and webinars are available for enrollment through the [BWC Learning Center](#).