



OSHA Electronic Filing



Follow-Up

In response to the email blast that was distributed on Thursday, December 21st regarding OSHA electronic filing, we have decided to clarify some of the information that it contained, add further detail in hopes that it will clear up any confusion and help keep our members in compliance with the new requirements.

FOR 2017:

- **Less than 20 Employees:** the electronic filing requirement does not apply to you at all.
- **20-249 Employees:** If you fall under one of these [categories](#) you are only required to submit the OSHA Form 300A, which is the summary of your OSHA 300 Log by **December 31, 2017**.
- **250 or more employees:** If you are currently required to keep OSHA injury and illness records, you must submit your 2016 OSHA Form 300A by **December 31, 2017**.

For 2018:

- **20-249 Employees:** must submit information from their completed 2017 OSHA Form 300A by **July 1, 2018**.
- **250 or more employees:** must submit information from **ALL** completed 2017 OSHA forms (300A, 300, and 301) by **July 1, 2018**.

For 2019 and on:

- **20 -249 employees:** must submit the information by **March 2**.
- **250 or more employees:** must submit the information by **March 2**.

We hope this helps clarify the new electronic submission rule. As always, if you have any questions regarding this information, feel free to contact our loss control department at 888-661-7119 or by visiting the link to OSHA's website at www.osha.gov.

Also remember as an AlaCOMP Member you have access to the **safety library** which provides material that you can use for your safety programs as well as a **SAFETY MANAGER PROGRAM** that you can use to document your company's information such as the 300A form, certificates, training, etc. for each employee. Click below to begin.

[Safety Library Login](#)