

CAWP SAFETY BULLETIN

CONSTRUCTORS
ASSOCIATION
OF WESTERN PENNSYLVANIA

CAWP Safety Bulletin #2-25

January 22, 2025

TO: CAWP Contractor Members and H2AP Contractors

FROM: Jason Koss, Director of Industry Relations

SUBJECT: **OSHA's Recordkeeping & Reporting Requirements**

OSHA has four methods of injury and illness recordkeeping and reporting – posting Form 300A, electronic reporting of the 300, 300A, & 301, and severe injury reporting.

General Recordkeeping Requirements

Contractors with more than 10 employees must keep a record of serious work-related injuries and illnesses. For more information, visit:

www.osha.gov/recordkeeping

OSHA 300A Form Posting

- Download OSHA 300 (Log) & OSHA 300A (Summary) at www.osha.gov/recordkeeping/forms
- Post the 2023 OSHA Form 300A by **February 1** and keep posted to April 30, 2025.

Electronic Reporting Guidance

- Electronic reporting is based on size of establishment, not firm. OSHA records are maintained at the establishment level. An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A firm may be comprised of one or more establishments.

- To determine if you need to submit data, determine establishment's peak employment during last year. Each individual employed in the establishment at any time during year counts as one employee, including full-time, part-time, seasonal, and temporary.
- For instructions, visit <https://www.osha.gov/injuryreporting/index.html>

OSHA 300A Electronic Reporting

- Rule applies to establishments with 20 or more employees.
- Submit information (electronically) from 300A by **March 2, 2025**.

OSHA 300/301 Electronic Reporting

- Rule applies to establishments with 100 or more employees in [certain high-hazard industries](#) (see Appendix B for applicable NAICS codes).
- Select NAICS code that represents activity that generates most revenue for establishment and/or has most employees, whichever is more applicable to business.
- Submit information (electronically) from 300 (Log) & 301 (Report) by **March 2, 2025**.

Severe Injury Reporting

- Report a worker fatality within 8 hours. Report any amputation, loss of an eye, or hospitalization within 24 hours.
- Call the [nearest OSHA office](#); Pittsburgh (412-395-4903), Erie (814-874-5150), the 24-hour hotline at 1-800-321-6742 (OSHA), or [report online](#).

This Safety Bulletin may be downloaded at cawp.org under SAFETY. If you have any questions, please contact Jason at the Association office at (412) 343-8000 or email jasonk@cawp.org.



Recent Bulletins

January 6

CAWP Safety Bulletin #01-25

Proud Chapter

[Safety Awards Programs – Get
Recognized for Your Company's Safety
Achievements](#)



AGC
THE CONSTRUCTION
ASSOCIATION

Copyright ©2025 CAWP. All Rights Reserved.
[Unsubscribe](#) from CAWP emails