



ILLINOIS DEPARTMENT OF LABOR

JB Pritzker  
Governor

Michael D. Kleinik  
Director

February 8, 2019

To: All State and Local Government Employers

Illinois OSHA requires all State and Local Government employers in Illinois who meet the below requirements to electronically report OSHA 300A injury and illness logs **for calendar year 2018 by March 2, 2019.**

The following State and Local Government employers are required to submit 2018 Form 300A data to Illinois OSHA electronically:

- Establishments with **250 or more employees** that are required to keep OSHA injury and illness records.
- Establishments with **20-249 employees in Illinois designated high hazard industries.** These categories are as follows:
  - Transportation
  - Departments of Public Works
  - Local Fire Protection
  - Nursing and Residential Care Facilities
  - Water and Sewer Treatment Facilities

Full-time, part-time, temporary, and seasonal employees are included in how establishment employee numbers are calculated.

Affected State and Local Government employers are to submit injury and illness data into OSHA's [Injury Tracking Application \(ITA\) online portal](#).

Additional details regarding the final rule can be found on OSHA's website. OSHA has also provided a specific "[resource page](#)" regarding the final rule.

Please do not hesitate to contact us at [dol.safety@illinois.gov](mailto:dol.safety@illinois.gov) or at (217) 782-9386 should you have any further questions. Thank you for your cooperation in meeting this electronic recordkeeping reporting requirement.

Sincerely,

Ben Noven  
Illinois OSHA, Director  
State of Illinois

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