January 20, 2022

To: All State and Local Government Employers

Illinois OSHA requires certain state and local government employers, who meet the criteria in Step 3 of this notice, to **annually electronically report** data from their OSHA Form 300A *Annual Summary of Work-Related Injuries and Illnesses*. Use the steps outlined below to determine if this reporting requirement applies to your entity.

**Step 1: Maintain injury and illness recordkeeping at the “establishment” level.**
All state and local government employers must maintain OSHA injury and illness records at the “establishment” level. For public entities, departments within an entity can usually function as establishments. For example, a city would not maintain a single set of injury and illness records. Instead, they would maintain separate records for the fire department, the police department, the street department, etc. Recordkeeping forms can be found [here](#).

**Step 2: Determine the number of employees per establishment.**
For example, a city may have 25 employees in the fire department, 30 employees in the police department, etc. Part-time, temporary, and seasonal employees must also be included.

**Step 3: Determine if any establishments are required to electronically report Form 300A data.**
- State and local government employers operating establishments with **250 or more employees must electronically report**. For example, if a city has a department with 275 employees, the city must electronically report Form 300A data for that department regardless of the type of department.
- State and local government employers operating establishments involved in designated high-hazard activities (identified below) with **20 or more employees must electronically report**.
  - 237310 – Road Maintenance/Construction (e.g. street or highway depts., road and bridge districts)
  - 922160 – Local Fire Protection (e.g. fire depts., fire districts)
  - 221310 – Water Supply/Distribution (e.g. water depts., water districts)
  - 221320 – Sewage Treatment (e.g. sewer depts., wastewater treatment plants, sanitary districts)

**Step 4: Electronically report.**
State and local government employers meeting the criteria in Step 3 must annually electronically report Form 300A data through federal OSHA’s [Injury Tracking Application (ITA) online portal](#) no later than March 2nd for the prior calendar year.

**Resources**
Federal OSHA has provided a specific [resource page](#) and FAQ regarding this reporting requirement. For technical issues related to the online portal, please complete a [Help Request Form](#).

Please do not hesitate to contact Illinois OSHA at [DOL.safety@illinois.gov](mailto:DOL.safety@illinois.gov) or at (217) 782-9386 for questions or clarification on recordkeeping and reporting. Thank you for your cooperation and compliance with this reporting requirement.