

Reminder that OSHA 300 and 300A forms for 2022 will need to be completed by the end of January 2023

Many of our members are required to maintain annual accident logs for the prior year. Here is the list of NAICS business types ([find your NAICS here](#)) that are [exempt from reporting](#).

There are a few more details that you will need to provide on the 300A, right side section your; [NAICS number](#), annual average number of employees, and you will need to run total payroll hours for 2022. Only the 300A should be posted in the break room from February 1, 2023, until April 30, 2023, even if it has zeros. Keep five years of both forms- the 300 log should stay in a binder at each location's office, the 300A can be taken down on May 1 and put in that same binder.

Only a small fraction of establishments (locations) are required to electronically submit their Form 300A data to OSHA. Establishments that meet *any* of the following criteria **DO NOT** have to send their information.

- The establishment's peak employment during the previous calendar year was 19 or fewer, regardless of the establishment's industry.
- The establishment's industry **is on this [list](#)**, regardless of the size of the establishment.
- The establishment had a peak employment between 20 and 249 employees during the previous calendar year AND the establishment's industry **is not on this [list](#)**.

If you are not exempt and have more than 19 employees in a single Washington location (establishment), you are required to file the 300A form electronically to [Federal OSHA](#) by March 2, 2023. Remember, this criterion applies at the establishment level, not to the firm as a whole. **NEW** - There is [a new login](#) process that you need to set up now.

Need a refresher on OSHA reporting? Here are links to previous webinars:

- [Part 1](#) 300 Log and recording tree
- [Part 2](#) 300A
- [Part 3](#) Electronic reporting and other information

Let us know if you have any questions.

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