



ILLINOIS DEPARTMENT OF LABOR

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GOVERNOR

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To: All State and Local Government Employers

IL OSHA requires state and local government employers meeting specific criteria to electronically report certain employee injury and illness data annually through an online portal.

Step 1: Maintain injury and illness recordkeeping at the establishment level.

Employers must maintain injury and illness records at the establishment level. Departments within an organization 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.

- Establishments with **250 or more** employees must electronically report data from their OSHA Form 300A Annual Summary. For example, if a city has a department (establishment) with 275 employees, the city must electronically report Form 300A data for that department.
- High-hazard establishments (see below) with **20 or more** employees must electronically report their OSHA Form 300A Annual Summary.
 - 227310 – Road Maintenance/Construction (street/highway depts., road & bridge districts)
 - 922160 – Local Fire Protection (fire depts., fire districts)
 - 221310 – Water Supply/Distribution (water depts., water districts)
 - 221320 – Sewage Treatment (sewer depts., wastewater treatment plants, sanitary districts)
- High-hazard establishments (see above) with **100 or more** employees must electronically report their OSHA Form 300A Annual Summary **and** each recordable injury and illness entered on their OSHA Form 300 Log with information from the Form 301 Incident Report or Illinois Form 45.

Step 4: Electronically report.

Employers meeting criteria in Step 3 must report 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 [comprehensive webpage](#) regarding this reporting requirement. For technical issues related to the online portal, please complete a [Help Request Form](#).

Contact IL OSHA at dol.safety@illinois.gov or at (217) 782-9386 for questions or clarification on recordkeeping and reporting. Thank you for your cooperation.

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