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**JB Pritzker, Governor**



**NEWS**

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**FOR IMMEDIATE RELEASE**

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## **Deadline Nears for State and Local Government 2022 Injury and Illness Electronic Submission**

**SPRINGFIELD** – Certain state and local government establishments are required to electronically submit 2022 summary data about work-related injuries and illnesses.

OSHA Form 300A, The Summary of Work-Related Injuries and Illnesses, must be posted in every state and local government establishment by February 1st. Establishments meeting certain criteria must also electronically submit their 2022 Form 300A data by March 2nd.

“This critical data helps IL OSHA to identify workplaces with high rates of injury and illness,” said Erik Kambarian, chief of IDOL’s Division of Occupational Safety and Health. “IL OSHA is then able to monitor trends related to injuries and illnesses, particularly in high hazard occupations, ensuring appropriate enforcement resources are assigned, and outreach initiatives are undertaken to ensure workplace safety.”

Follow the steps below to find out if your state or local government establishment must electronically submit 2022 Form 300A data:

**Step 1:** Maintain injury/illness recordkeeping at the “establishment” level.

- All state and local government employers must maintain 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.

**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 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 2022 Form 300A data for that department.
- State and local government employers operating establishments involved in designated high-hazard activities (identified below) with 20 or more employees must electronically report 2022 Form 300A data.
  - Road Maintenance/Construction (e.g. street or highway depts., road and bridge districts)
  - Local Fire Protection (e.g. fire depts., fire districts)
  - Water Supply/Distribution (e.g. water depts., water districts)
  - Sewage Treatment (e.g. sewer depts., wastewater treatment plants, sanitary districts)

**Step 4:** Electronically submit.

- The information for 2022 must be sent through federal OSHA's [Injury Tracking Application](#) (ITA) online portal no later than March 2nd
- [Recordkeeping forms](#) and [FAQ](#) regarding the electronic submission requirement are provided by federal OSHA.

IL OSHA can also be reached at [DOL.safety@illinois.gov](mailto:DOL.safety@illinois.gov) or (217) 782-9386 for questions or clarification on recordkeeping and reporting.

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