



# ILLINOIS DEPARTMENT OF LABOR

**JB PRITZKER**  
GOVERNOR

**JANE R. FLANAGAN**  
ACTING DIRECTOR

January 20, 2023

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/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.

Lincoln Tower Plaza  
524 South 2nd Street, Suite 400  
Springfield, Illinois 62701  
(217) 782-6206  
Fax: (217) 782-0596

Michael A Bilandic Building  
160 North LaSalle, Suite C-1300  
Chicago, Illinois 60601-3150  
(312) 793-2800  
Fax: (312) 793-5257

Regional Office Building  
2309 West Main Street, Suite 115  
Marion, Illinois 62959  
(618) 993-7090  
Fax: (618) 993-7258