**Section 350.375 Electronic Submission of OSHA Form 300A**

a) Basic Requirement

1) Annual electronic submission of OSHA Form 300A (Summary of Work-Related Injuries and Illnesses).

A) If the establishment had 250 or more employees at any time during the previous calendar year, then the establishment must electronically submit information from OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) to Illinois OSHA or Illinois OSHA's designee. The establishment must submit the information once a year, no later than March 2nd of the year after the calendar year covered by the form (e.g., 2020 for the 2019 form).

B) If the establishment had 20 or more employees but fewer than 250 employees at any time during the previous calendar year, and the establishment is classified in an industry listed in Appendix B, then the establishment must electronically submit information from OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) to Illinois OSHA or Illinois OSHA’s designee. The establishment must submit the information once a year, no later than March 2nd of the year after the calendar year covered by the form.

C) Upon notification by Illinois OSHA, additional establishments and/or industries may be subject to these reporting requirements and must electronically submit information to Illinois OSHA or Illinois OSHA's designee.

D) Establishments subject to these reporting requirements must provide the Employer Identification Number (EIN) used by the establishment.

b) Implementation

1) Each individual employed in the establishment at any time during the calendar year counts as one employee, including full-time, part-time, seasonal, and temporary workers.

2) Establishments required to submit information will notified by email. Illinois OSHA will also announce individual data collections through press releases and announcements on the IDOL website.

3) Establishments required to submit information must submit the information once a year by March 2nd.

4) Illinois OSHA shall provide a secure website for the electronic submission of information.

(Source: Added at 46 Ill. Reg. 3518, effective February 15, 2022)