

OSHA 300 Log

OSHA's injury reporting requirements are split into immediate notification for severe incidents and annual electronic submissions.

Immediate Reporting of Severe Incidents

All employers, regardless of size or industry, must report these work-related events directly to OSHA:

- **Fatalities:** Within **8 hours**.
- **In-patient Hospitalization:** Within **24 hours**.
 - Applies only if formal admission occurs within 24 hours of the incident.
 - Excludes hospitalization for diagnostic testing or observation only.
- **Amputations:** Within **24 hours**.
- **Loss of an Eye:** Within **24 hours**.



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Annual Deadlines for 2026

Establishments must complete these requirements for their 2025 injury data:

- **On-Site Posting:** Form 300A (Annual Summary) must be posted in a conspicuous location from **February 1 to April 30, 2026**.
- **Electronic Submission:** Data must be submitted via the [OSHA Injury Tracking Application \(ITA\)](#) by **March 2, 2026**.



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Who Must Submit Electronically?

Requirements are based on establishment size and industry:

- **20–249 Employees:** Required to submit **Form 300A** if in a designated high-hazard industry.
- **250+ Employees:** Required to submit **Form 300A** if they are required to keep OSHA records.

- **100+ Employees:** Required to submit detailed **Forms 300 and 301** (in addition to 300A) if in specific high-hazard industries.

Submission Methods

- **Manual Entry:** Use the OSHA ITA web form.
- **CSV Upload:** Batch upload files directly to the portal.
- **API Transmission:** Automated data transfer via application programming interface

To determine your electronic reporting obligations, you must check if your establishment's **NAICS code** is listed in OSHA's "High-Hazard" categories.

For the **2026 reporting year** (based on 2025 data), the requirements for high-hazard industries are as follows:

High-Hazard Categories & NAICS Codes

- **Appendix A (20–249 Employees):** Establishments in these industries must submit **Form 300A** annually.
- **Appendix B (100+ Employees):** Establishments in these industries must submit detailed case information from **Forms 300 and 301**, in addition to the 300A summary.



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Key Construction & Residential Codes

Most construction activities are classified as high-hazard. Relevant codes include:

- **NAICS 2361:** Residential Building Construction (Single-family, multi-family, and remodeling).
- **NAICS 2381:** Foundation, Structure, and Building Exterior Contractors.
- **NAICS 2382:** Building Equipment Contractors (Electrical, HVAC, Plumbing).
- **NAICS 2383:** Building Finishing Contractors (Flooring, Painting, Carpentry).



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Other Common High-Hazard Industries

- **Manufacturing:** Food (311), Wood Products (321), and Plastics (326).

- **Transportation & Warehousing:** General Freight Trucking (484), Warehousing and Storage (493).
- **Agriculture:** Logging (1133) and various crop/animal production.
- **Retail:** Grocery Stores (4451) and Building Material Dealers (4441).

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Verify Your Requirement

Because NAICS codes can be specific, use the [OSHA ITA Coverage Application](#) to enter your industry and employee count. This tool will confirm exactly which forms you are required to submit by the **March 2, 2026** deadline.

es, **Landscaping Services (NAICS 561730)** is classified by OSHA as a high-hazard industry.



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Because of this classification, landscaping companies face specific electronic reporting requirements and increased inspection priority.

Electronic Reporting Requirements (2026)

Your reporting obligations depend on your establishment's size:

- **20–249 Employees:** You are required to electronically submit **Form 300A** (Annual Summary) by March 2, 2026.
- **100+ Employees:** Because landscaping is also listed in **Appendix B**, establishments with 100 or more employees must submit detailed data from **Forms 300 and 301**, in addition to the 300A summary.



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Example

Why Landscaping is "High-Hazard"

OSHA targets this industry through **Regional Emphasis Programs (REPs)** because its fatality and injury rates consistently exceed national averages. Key hazards include:



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- **The "Fatal Four":** High risks of falls from trees/ladders, being struck by vehicles or falling limbs, and electrocution from overhead power lines.
- **Equipment Risks:** Amputations or severe lacerations from wood chippers, mowers, and chainsaws.
- **Environmental Exposure:** Critical risks from heat stress, pesticides, and toxic chemicals.



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Compliance Checklist for Landscaping

- **Reporting Deadlines:**
 - **February 1 – April 30, 2026:** Post the 2025 Form 300A in a visible area for employees.
 - **March 2, 2026:** Deadline for electronic submission via the [OSHA Injury Tracking Application \(ITA\)](#).
- **Severe Incident Reporting:** You must still notify OSHA within **8 hours** for a fatality and **24 hours** for any in-patient hospitalization, amputation, or loss of an eye.

If you have **fewer than 20 employees**, you are generally exempt from most routine OSHA recordkeeping, but you are **not** exempt from the big ones: **immediate reporting of severe incidents**.

1. Immediate Reporting (Required for EVERYONE)

Even with only one employee, you must report the following directly to OSHA:

- **Fatalities:** Within **8 hours**.
- **In-patient Hospitalization:** Within **24 hours**.
- **Amputation:** Within **24 hours**.
- **Loss of an Eye:** Within **24 hours**.

Note: You report these by calling your local OSHA area office or the 24-hour hotline at 1-800-321-OSHA (6742).

2. Annual Electronic Submission (Not Required)

You are **exempt** from the March 2nd electronic submission (ITA) requirement. You do not need to upload your injury data to OSHA's website.

3. On-Site Logs (300, 300A, 301)

Most employers with 10 or fewer employees are exempt from keeping these logs unless:

- **Landscaping Specifics:** Even if small, if you have between **11 and 19 employees**, you typically must still maintain the paper logs (Form 300) on-site throughout the year, even though you don't have to send them to OSHA electronically.
- **Bureau of Labor Statistics (BLS):** If the BLS sends you a written request to participate in their survey, you **must** keep records for that year, regardless of your size.

Summary for Small Landscapers

Requirement	< 10 Employees	11–19 Employees
8-Hour Fatality Report	YES	YES
24-Hour Serious Injury Report	YES	YES
Maintain On-Site Logs (300/300A)	NO	YES
Electronic Submission (ITA)	NO	NO