

State of Alaska Department of Labor and Workforce Development Division of Labor Standards and Safety

AKOSH Program Directive No. 23-07

Date: September 22, 2023

To: All AKOSH Staff

From: Tanya Keith, Director

Subject: Electronic Submission of Workplace Injuries and Illnesses to Federal OSHA

This document is a program directive to provide the final rule and clarification for businesses to electronically submit their 300A forms to Federal OSHA via the Injury Tracking Application website.

Attachment: Final Rule to Improve Tracking of Workplace Injuries and Illnesses

cc: Jack Rector, Acting Regional Administrator, OSHA, Region X Abby Lopez, Assistant Regional Administrator, OSHA, Region X Arlene Lamont, Anchorage Area Director, OSHA Region X

General Information

What is happening: Federal OSHA has recently updated the electronic injury and illness data reporting requirements. The requirements are based on two sets of criteria: The type of business employers engage in (as depicted through the North American Industrial Classification System [NAICS] code on your business license), and the number of employees working in the establishment at any time in the year. These submissions must be made through OSHA's Injury Tracking Application (ITA).

Employers who employ less than ten (10) people during the year are <u>not required</u> to maintain OSHA 300 Logs unless they are individually instructed to by the Bureau of Labor Statistics.

Employers who employ ten (10) or more employees and fall into the Partially Exempt Industry List below are not required to maintain OSHA 300 Logs unless they are individually instructed to by the Bureau of Labor Statistics.

Employers who fall into the range of NAICS codes listed in Appendix A below <u>and</u> employed 20-249 employees at any time during the year must electronically submit their OSHA 300A form using the ITA.

Employers who fall into the range of NAICS codes listed in Appendix B below <u>and</u> employed 100 or more employees at any time during the year must electronically submit their OSHA 300, 300A, and 301 forms using the ITA.

<u>All employers</u> in the State of Alaska are still required to report all workplace fatalities, in-patient hospitalizations, loss of an eye, and amputations within 8 hours per <u>AS 18.60.058(a)</u>.

The ITA will begin accepting 2023 injury and illness data on January 2, 2024. The due date to complete this submission is March 2, 2024. The submission requirement is annual, and the deadline for timely submission of the previous year's injury and illness data will be on March 2 of each year.

The data must be electronically submitted through OSHA's <u>Injury Tracking Application (ITA)</u>. There are 3 ways to submit the data: (1) webform on the ITA, (2) submission of a csv file to the ITA, or (3) use of an application programming interface (API) feed. The ITA will begin accepting 2023 injury and illness data on January 2, 2024. The due date to complete this submission is March 2, 2024. The submission requirement is annual, and the deadline for timely submission of the previous year's injury and illness data will be on March 2 of each year.

Federal OSHA has a Frequently Asked Questions page which may be found here: https://www.osha.gov/injuryreporting/faqs

Partially Exempt Industries- No recordkeeping is required unless instructed to by BLS.

NAICS Code	Industry
4412	Other Motor Vehicle Dealers.
4431	Electronics and Appliance Stores.
4461	Health and Personal Care Stores.
4471	Gasoline Stations.
4481	Clothing Stores.
4482	Shoe Stores.
4483	Jewelry, Luggage, and Leather Goods Stores.
4511	Sporting Goods, Hobby, and Musical Instrument Stores.
4512	Book, Periodical, and Music Stores.
4531	Florists.
4532	Office Supplies, Stationery, and Gift Stores.
4812	Nonscheduled Air Transportation.
4861	Pipeline Transportation of Crude Oil.
4862	Pipeline Transportation of Natural Gas.
4869	Other Pipeline Transportation.
4879	Scenic and Sightseeing Transportation, Other.
4885	Freight Transportation Arrangement.
5111	Newspaper, Periodical, Book, and Directory Publishers.
5112	Software Publishers.
5121	Motion Picture and Video Industries.
5122	Sound Recording Industries.
5151	Radio and Television Broadcasting.
5172	Wireless Telecommunications Carriers (except Satellite).
5173	Telecommunications Resellers.
5179	Other Telecommunications.
5181	Internet Service Providers and Web Search Portals.
5182	Data Processing, Hosting, and Related Services.
5191	Other Information Services.

Code Industry Monetary Authorities—Central Bank. Depository Credit Intermediation. Nondepository Credit Intermediation. Securities Related to Credit Intermediation. Securities and Commodity Contracts Intermediation and Brokerage. Securities and Commodity Exchanges. Other Financial Investment Activities. Insurance Carriers. Agencies, Brokerages, and Other Insurance Related Activities. Insurance and Employee Benefit Funds. Other Investment Pools and Funds. Offices of Real Estate Agents and Brokers. Satil Lessors of Nonfinancial Intangible Assets (except Copyrighted Works). Legal Services. Accounting, Tax Preparation, Bookkeeping, and Payroll Services. Architectural, Engineering, and Related Services. Specialized Design Services. Computer Systems Design and Related Services. Management, Scientific, and Technical Consulting Services. Advertising and Related Services. Management, Scientific and Technical Consulting Services. Management of Companies and Enterprises. Office Administrative Services. Travel Arrangement and Reservation Services. Investigation and Security Services. Investigation and Security Services. Colleges, Universities, and Professional Schools.	NAICS	
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6112 Junior Colleges.	5616	Investigation and Security Services.
	6111	Elementary and Secondary Schools.
6113 Colleges, Universities, and Professional Schools.	6112	Junior Colleges.
	6113	Colleges, Universities, and Professional Schools.

NAICS	
Code	Industry
6114	Business Schools and Computer and Management Training.
6115	Technical and Trade Schools.
6116	Other Schools and Instruction.
6117	Educational Support Services.
6211	Offices of Physicians.
6212	Offices of Dentists.
6213	Offices of Other Health Practitioners.
6214	Outpatient Care Centers.
6215	Medical and Diagnostic Laboratories.
6244	Child Day Care Services.
7114	Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures.
7115	Independent Artists, Writers, and Performers.
7213	Rooming and Boarding Houses.
7221	Full-Service Restaurants.
7222	Limited-Service Eating Places.
7224	Drinking Places (Alcoholic Beverages).
8112	Electronic and Precision Equipment Repair and Maintenance.
8114	Personal and Household Goods Repair and Maintenance.
8121	Personal Care Services.
8122	Death Care Services.
8131	Religious Organizations.
8132	Grantmaking and Giving Services.
8133	Social Advocacy Organizations.
8134	Civic and Social Organizations.
8139	Business, Professional, Labor, Political, and Similar Organizations

Establishments in the following industries with 20 to 249 employees at any point in the year <u>must</u> submit injury and illness summary (Form 300A) data to OSHA electronically using the Injury Tracking Application.

NAICS	Industry
11	Agriculture, forestry, fishing and hunting
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale trade
4413	Automotive parts, accessories, and tire stores
4421	Furniture stores
4422	Home furnishings stores
4441	Building material and supplies dealers
4442	Lawn and garden equipment and supplies stores
4451	Grocery stores
4452	Specialty food stores
4521	Department stores
4529	Other general merchandise stores
4533	Used merchandise stores
4542	Vending machine operators
4543	Direct selling establishments
4811	Scheduled air transportation
4841	General freight trucking
4842	Specialized freight trucking
4851	Urban transit systems
4852	Interurban and rural bus transportation
4853	Taxi and limousine service
4854	School and employee bus transportation
4855	Charter bus industry
4859	Other transit and ground passenger transportation
4871	Scenic and sightseeing transportation, land

4881 Support activities for air transportation 4882 Support activities for rail transportation 4883 Support activities for water transportation 4884 Support activities for road transportation 4889 Other support activities for transportation 4911 Postal service 4921 Couriers and express delivery services 4922 Local messengers and local delivery 4931 Warehousing and storage 5152 Cable and other subscription programming 5311 Lessors of real estate 5321 Automotive equipment rental and leasing 5322 Consumer goods rental 5323 General rental centers 5617 Services to buildings and dwellings 5621 Waste collection 5622 Waste treatment and disposal 5629 Remediation and other waste management services 6219 Other ambulatory health care services 6221 General medical and surgical hospitals 6222 Psychiatric and substance abuse hospitals 6231 Nursing care facilities
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Residential mental retardation, mental health and substance abuse facilities
6233 Community care facilities for the elderly
6239 Other residential care facilities
6242 Community food and housing, and emergency and other relief services
6243 Vocational rehabilitation services
7111 Performing arts companies
7112 Spectator sports
7121 Museums, historical sites, and similar institutions

7131	Amusement parks and arcades
7132	Gambling industries
7211	Traveler accommodation
7212	RV (recreational vehicle) parks and recreational camps
7213	Rooming and boarding houses
7223	Special food services
8113	Commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance
8123	Dry-cleaning and laundry services

Establishments in the following industries with 100 or more employees at any point in the year <u>must</u> submit injury and illness summary (Form 300A), OSHA 300 Log, and OSHA 301 data to OSHA electronically using the Injury Tracking Application.

NAICS	Industry
1111	Oilseed and Grain Farming.
1112	Vegetable and Melon Farming.
1113	Fruit and Tree Nut Farming.
1114	Greenhouse, Nursery, and Floriculture Production.
1119	Other Crop Farming.
1121	Cattle Ranching and Farming.
1122	Hog and Pig Farming.
1123	Poultry and Egg Production.
1129	Other Animal Production.
1133	Logging.
1141	Fishing.
1142	Hunting and Trapping.
1151	Support Activities for Crop Production.
1152	Support Activities for Animal Production.
1153	Support Activities for Forestry.
NAICS	Industry
2213	Water, Sewage and Other Systems.
2381	Foundation, Structure, and Building Exterior Contractors.
3111	Animal Food Manufacturing.
3113	Sugar and Confectionery Product Manufacturing.
3114	Fruit and Vegetable Preserving and Specialty Food Manufacturing.
3115	Dairy Product Manufacturing.
3116	Animal Slaughtering and Processing.
3117	Seafood Product Preparation and Packaging.
3118	Bakeries and Tortilla Manufacturing.
3119	Other Food Manufacturing.
3121	Beverage Manufacturing.

3162 Foo	potwear Manufacturing.
3211 Sav	awmills and Wood Preservation.
3212 Vei	eneer, Plywood, and Engineered Wood Product Manufacturing.
3219 Oth	her Wood Product Manufacturing.
3261 Pla	astics Product Manufacturing.
3262 Ru	ubber Product Manufacturing.
3271 Cla	ay Product and Refractory Manufacturing.
3272 Gla	ass and Glass Product Manufacturing.
3273 Ce	ement and Concrete Product Manufacturing.
3279 Oth	her Nonmetallic Mineral Product Manufacturing.
3312 Ste	eel Product Manufacturing from Purchased Steel.
3314 No	onferrous Metal (except Aluminum) Production and Processing.
3315 Foo	oundries.
3321 For	orging and Stamping.
3323 Arc	chitectural and Structural Metals Manufacturing.
3324 Boi	piler, Tank, and Shipping Container Manufacturing.
3325 Ha	ardware Manufacturing.
3326 Spi	oring and Wire Product Manufacturing.
NAICS Ind	dustry
3327 Ma	achine Shops; Turned Product; and Screw, Nut, and Bolt Manufacturing.
3328 Co	pating, Engraving, Heat Treating, and Allied Activities.
3331 Agı	griculture, Construction, and Mining Machinery Manufacturing.
3335 Me	etalworking Machinery Manufacturing.
3361 Mo	otor Vehicle Manufacturing.
3362 Mo	otor Vehicle Body and Trailer Manufacturing.
3363 Mo	otor Vehicle Parts Manufacturing.
3366 Shi	nip and Boat Building.
3371 Ho	busehold and Institutional Furniture and Kitchen Cabinet Manufacturing.
3372 Off	fice Furniture (including Fixtures) Manufacturing.
3379 Oth	her Furniture Related Product Manufacturing.

4233 Lumber and Other Construction Materials Merchant Wholesalers. 4234 Metal and Mineral (except Petroleum) Merchant Wholesalers. 4239 Miscellaneous Durable Goods Merchant Wholesalers. 4240 Grocery and Related Product Merchant Wholesalers. 4241 Beer, Wine, and Distilled Alcoholic Beverage Merchant Wholesalers. 4242 Home Furnishings Stores. 4243 Automotive Parts, Accessories, and Tire Stores. 4244 Lawn and Garden Equipment and Supplies Stores. 4244 Lawn and Garden Equipment and Supplies Stores. 4252 Department Stores. 426 Grocery Stores. 427 Department Stores. 428 Merchandise Stores, including Warehouse Clubs and Supercenters. 429 Direct Selling Establishments. 430 Direct Selling Establishments. 431 Scheduled Air Transportation. 431 General Freight Trucking. 432 Specialized Freight Trucking. 433 Urban Transit Systems. 434 Industry 435 Industry 436 Industry 436 Industry 437 Activities for Mater Transportation. 438 School and Employee Bus Transportation. 439 Other Transit and Ground Passenger Transportation. 439 Ceneral Activities for Water Transportation. 438 Support Activities for Water Transportation. 438 Support Activities for Water Transportation. 439 Other Support Activities for Transportation. 439 Other Support Activities for Transportation. 430 Other Support Activities for Transportation. 430 Other Support Activities for Transportation. 431 Postal Service. 432 Warehousing and Storage.	4231	Motor Vehicle and Motor Vehicle Parts and Supplies Merchant Wholesalers.
Miscellaneous Durable Goods Merchant Wholesalers. Grocery and Related Product Merchant Wholesalers. Beer, Wine, and Distilled Alcoholic Beverage Merchant Wholesalers. Home Furnishings Stores. Home Furnishings Stores. Building Material and Supplies Dealers. Lawn and Garden Equipment and Supplies Stores. Grocery Stores. Department Stores. General Merchandise Stores, including Warehouse Clubs and Supercenters. Used Merchandise Stores. Direct Selling Establishments. Scheduled Air Transportation. General Freight Trucking. Specialized Freight Trucking. Urban Transit Systems. NAICS Industry Interurban and Rural Bus Transportation. Taxi and Limousine Service. School and Employee Bus Transportation. Asta Support Activities for Air Transportation. Scenic and Sightseeing Transportation. Scenic Support Activities for Water Transportation. Support Activities for Transportation. Other Support Activities for Transportation. Postal Service.	4233	Lumber and Other Construction Materials Merchant Wholesalers.
4244 Grocery and Related Product Merchant Wholesalers. 4248 Beer, Wine, and Distilled Alcoholic Beverage Merchant Wholesalers. 4413 Automotive Parts, Accessories, and Tire Stores. 4422 Home Furnishings Stores. 4441 Building Material and Supplies Dealers. 4442 Lawn and Garden Equipment and Supplies Stores. 4451 Grocery Stores. 4522 Department Stores. 4523 General Merchandise Stores, including Warehouse Clubs and Supercenters. 4533 Used Merchandise Stores. 4543 Direct Selling Establishments. 4544 Scheduled Air Transportation. 4541 General Freight Trucking. 4542 Specialized Freight Trucking. 4545 Urban Transit Systems. NAICS Industry 4552 Interurban and Rural Bus Transportation. 4553 Taxi and Limousine Service. 4554 School and Employee Bus Transportation. 4559 Other Transit and Ground Passenger Transportation. 4569 Other Transit and Ground Passenger Transportation. 4571 Scenic and Sightseeing Transportation, Land. 4581 Support Activities for Air Transportation. 4583 Support Activities for Water Transportation. 4584 Other Support Activities for Transportation. 4585 Other Support Activities for Transportation. 4586 Other Support Activities for Transportation.	4235	Metal and Mineral (except Petroleum) Merchant Wholesalers.
Beer, Wine, and Distilled Alcoholic Beverage Merchant Wholesalers. 4413 Automotive Parts, Accessories, and Tire Stores. 4422 Home Furnishings Stores. 4441 Building Material and Supplies Dealers. 4442 Lawn and Garden Equipment and Supplies Stores. 4451 Grocery Stores. 4522 Department Stores. 4523 General Merchandise Stores, including Warehouse Clubs and Supercenters. 4533 Used Merchandise Stores. 4543 Direct Selling Establishments. 4541 Scheduled Air Transportation. 4681 General Freight Trucking. 4842 Specialized Freight Trucking. 4851 Urban Transit Systems. NAICS Industry 4852 Interurban and Rural Bus Transportation. 4853 Taxi and Limousine Service. 4854 School and Employee Bus Transportation. 4859 Other Transit and Ground Passenger Transportation. 4861 Support Activities for Water Transportation. 4881 Support Activities for Water Transportation. 4883 Support Activities for Transportation. 4889 Other Support Activities for Transportation. 4889 Other Support Activities for Transportation. 4891 Postal Service.	4239	Miscellaneous Durable Goods Merchant Wholesalers.
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4911 Postal Service. 4921 Couriers and Express Delivery Services.	4883	Support Activities for Water Transportation.
4921 Couriers and Express Delivery Services.	4889	Other Support Activities for Transportation.
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4931 Warehousing and Storage.	4921	Couriers and Express Delivery Services.
	4931	Warehousing and Storage.

Consumer Goods Rental.
Waste Collection.
Waste Treatment and Disposal.
Other Ambulatory Health Care Services.
General Medical and Surgical Hospitals.
Psychiatric and Substance Abuse Hospitals.
Specialty (except Psychiatric and Substance Abuse) Hospitals.
Nursing Care Facilities (Skilled Nursing Facilities).
Residential Intellectual and Developmental Disability, Mental Health, and Substance Abuse Facilities.
Continuing Care Retirement Communities and Assisted Living Facilities for the Elderly.
Other Residential Care Facilities.
Vocational Rehabilitation Services.
Performing Arts Companies.
Spectator Sports.
Amusement Parks and Arcades.
Traveler Accommodation.
RV (Recreational Vehicle) Parks and Recreational Camps.
Special Food Services.