

UW SYSTEM ANNUAL OSHA REPORTING INFORMATION

The required annual OSHA reports are printed from Enterprise.

They are located in the Enterprise Report Manager under

- Report Group – UW SCHED
- Report Names: (WEB) OSHA 300 (4 YR) and (WEB) OSHA 300A (4 YR)
- For Report running/printing assistance contact: Alisa Kemnitz, 608-263-1174, akemnitz@uwsa.edu

Recordkeeping Reminder:

It is the responsibility of each UW institution's Worker's Compensation Coordinator to maintain the applicable OSHA related data fields found under the OSHA tab of each claim. This includes determining if the injury is OSHA Recordable or Not OSHA Recordable as well as maintaining an accurate count of the OSHA lost and/or restricted days. The OSHA 300 and 300A are populated based on the data entered for each claim in Enterprise.

For OSHA Recordable determination assistance contact: Amy Spohn, 608-262-4792, aspohn@uwsa.edu

Posting Requirements:

An OSHA 300A Summary of Work-Related Injuries and Illnesses report must be posted from February 1st to April 30th of each year for the previous calendar year's OSHA recordable claims. Posting is required even if no injuries or illnesses occurred during the previous calendar year. Enter zeros on the total lines and be sure the form is signed and dated before posting. The 300A must be certified (signed) by a "company executive" and posted in a common area/s where employee notices are typically displayed.

PLEASE NOTE: You must wait for the year end employment/payroll data to be entered to Enterprise before running the final year end OSHA 300A. Email notification will be made when this data (Annual Average Number of Employees *and* Total Hours Worked by all Employees Last Year) has been entered to Enterprise.

Record Retention Requirement:

The OSHA 300 Log of Work Related Injuries and Illnesses along with the OSHA 300A Summary of Work Related Injuries and Illnesses report must be kept on file at your location for seven years after which they would be confidentially destroyed.