

# OSHA 300 Log

## OSHA Recordkeeping Reminder

**Failure to complete and submit your OSHA 300 logs can result in fines up to \$16,550.**

**Repeat offenses can result in fines up to \$165,514.**

### What Goes in an OSHA 300 Log?

- All reportable and recordable injuries from the prior calendar year must be documented.



### Important Deadlines

- **Complete and certify your 2025 OSHA logs** (Forms 300, 300A, and 301) **by February 1, 2026.**
- **Post the OSHA 300A Summary** in a visible location from **February 1 through April 30, 2026.**
- If your establishment is required to report electronically, **submit your 2025 OSHA data** through the Injury Tracking Application (ITA) by **March 2, 2026.**

### Who is Required to Complete OSHA 300 Logs?

- Employers with more than 10 employees.
- Employers in high-risk industries, or if specifically requested by OSHA or other agencies.

### Resources:

- To find OSHA 300 log forms please visit:  
<https://www.osha.gov/recordkeeping/forms>
- Is your industry exempt? Find out at:  
<https://www.osha.gov/sites/default/files/publications/OSHA3746.pdf>

*If you have any questions about OSHA 300 logs or need help completing them, please contact us at [risk@lpins.net](mailto:risk@lpins.net). We are happy to help!*