



OSHA RECORDKEEPING IMPORTANT DATES & RULES

Post this as a reminder of important annual OSHA record-keeping dates and deadlines. Please reach out to **Lancaster Safety** at 888-403-6026 with any questions or to learn more about our nationwide OSHA compliance services!

2026

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28



AMERICAN HEART MONTH

FORM 300A

- ✓ Download and fill out the OSHA Recordkeeping packet, including the form 300A



- ✓ **IMPORTANT DATES:** Post the 300A form where everyone can see it from **FEBRUARY 1st - APRIL 30th**

- ✓ Have the highest ranking official sign the 300A form

- If requested, copies of these records must be provided to current or former employees, or their representatives

**RETENTION
5 YEARS** FOLLOWING THE COVERED YEAR

ELECTRONIC REPORTING



- ✓ **IMPORTANT DATE:** Electronically submit the necessary injury and illness date by **March 2nd** if you have:

- 250 or more employees and are required to keep records
- 20-249 employees classified in specific industries with historically high rates of injury and illness
- 100 or more employees in high-hazard industries, such as manufacturing and foundries

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	
15	16	17	18	19		
22	23	24	25	26	27	28
29	30	31				



POISON PREVENTION WEEK

See if you need to electronically submit data:
[OSHA.GOV/ITAREPORTAPP](https://www.osha.gov/itareportapp)

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	6
5	6	7	8			13
12	13	14	15			18
19	20	21	22	23	24	25
26	27	28	29	30		



WORLD HEALTH DAY



WORK ZONE AWARENESS WEEK

FREE GUIDE
LANCASTERSAFETY.COM/
RECORDKEEPING/

! SEVERE ACCIDENTS

REPORT TO OSHA WITHIN:

8 HOURS

Any work-related fatality
Also report fatalities occurring within 30 days of the incident

24 HOURS

Work-related amputations,
Losses of an eye, or inpatient hospitalizations of a worker