

# OSHA AND PERRP RECORDKEEPING

As we enter 2026, it's time to prepare your OSHA (for private employers) and PERRP (for public employers) recordkeeping logs, summaries, and online reports. These records should be updated throughout the year as injuries occur. OSHA and PERRP both require employers to review each injury and determine whether it must be recorded within **7 days** of notification. Below is a reminder of the key recordkeeping deadlines:

- 1) OSHA and PERRP Summary forms must be completed and posted by February 1<sup>st</sup>.
- 2) The PERRP online reporting is due February 1<sup>st</sup>.
- 3) The OSHA online reporting is due March 2<sup>nd</sup>.

First determine if you are exempt from keeping records.

## EXEMPTIONS

**OSHA** - There are two exemptions from keeping the OSHA 300 Log.

- 1) Companies with 10 or fewer employees at all times during the calendar year. The only exception to this is if you are specifically requested by OSHA, the Bureau of Labor Statistics (BLS) or another agency to keep a log. If you receive a request, do not ignore it.
- 2) The other exemption is for establishments classified in certain low-hazard industries. You will need your NAICS number and check it against the list of "Partially Exempt Industries" at: <https://www.osha.gov/recordkeeping/presentations/exempttable>.

**PERRP** - There are no exemptions for public employers for keeping and maintaining the PERRP Log. All public employers are required to keep the Log.

## RECORDKEEPING LOGS AND SUMMARY FORM

**OSHA** - If you are required to keep the log, download the Recordkeeping Forms and instructions by clicking on the link: <https://www.osha.gov/sites/default/files/OSHA-RK-Forms-Package.pdf>.

**PERRP** – Download the recordkeeping instructions by clicking on the link: <https://dam.assets.ohio.gov/image/upload/info.bwc.ohio.gov/forms/PERRPrecordkeepingforms.pdf>. The logs in Excel format can be downloaded from: <https://info.bwc.ohio.gov/for-employers/safety-services/consultations-and-programs/perrp/injury-and-illness-recordkeeping> under "Forms and Instructions" on the right side of the page.

When you complete your PERRP or OSHA log, be sure to have the summary form signed and posted in a conspicuous place for employees to see. Summaries must be posted from February 1<sup>st</sup> through April 30<sup>th</sup>.

**\*Remember only post the OSHA 300A Summary OR THE PERRP 300AP Summary and not the injury LOG.\***

## ONLINE SUBMISSION

The final step in the process is to determine if you must file online.

**OSHA** - To determine if your organization is required to do so, enter the following information for your facility at the following link <https://www.osha.gov/itareportapp>:

- 1) "State" in which your facility is located,
- 2) "Peak Employment from the previous year" – be sure include temporary and seasonal workers,
- 3) "Is the establishment a government facility" and
- 4) Your "NAICS Code".

Once the information is entered, click the "Submit" button and it will identify what, if any, information your facility needs to submit online. There will be one of four replies:

- 1) You are exempt from completing the OSHA Log and not required to submit online.
- 2) You will not be required to submit anything online.
- 3) You will be required to submit information from your OSHA 300A form.
- 4) You will be required to submit information from your OSHA 300, 300A and 301 Forms.

If your establishment is required to submit information online, new users must first create a secure account through OSHA's Injury Tracking Application at <https://www.osha.gov/injuryreporting/ita>. After setting up your account, you can submit your OSHA Log, OSHA 300A Summary or OSHA 301 Injury Information. For those only required to submit the OSHA 300A Summary, the process is straightforward—just ensure your NAICS code, average number of employees and total work hours are accurately entered on the OSHA 300A Summary report.

If you are required to submit your OSHA 300 and OSHA 301 information you have two options. You can either choose to input each recordable injury individually or perform a batch upload. The batch upload can save time for establishments with numerous recordable injuries.

**PERRP** –All public employers are required to submit to the BWC except those with five or fewer employees and have had no recordable injuries in the calendar year. PERRP 300AP Summary form information is submitted through the Ohio BWC link found here: <https://info.bwc.ohio.gov/forms-and-publications/summary-of-work-related-injuries-and-illnesses-300-ap>.

One final note, even if you have not completed your logs or online reporting in past years, it is still a good idea to get these completed as soon as possible. Both OSHA and PERRP recommend creating your logs and submitting your data, if possible, even if you are past the due date – remember better late than never!

If you have any questions regarding your PERRP or OSHA Log or online submission, please contact Andy Sawan, Risk Services Specialist at Sedgwick at [andrew.sawan@sedgwick.com](mailto:andrew.sawan@sedgwick.com) or 330-819-4728.

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## Group Retrospective Rating

If you are a private employer that did not enroll or qualify for a Group Rating premium discount program in November for the 2026 policy year, Group Retrospective Rating may be an excellent option for your organization to still consider.

Group Retrospective Rating is a performance-based incentive program designed to recover a portion of premium for employers that reduce injury rates and lower associated claims costs. It is similar in concept to Group Rating, as employers are evaluated as if the group was one big organization. However, with this program, organizations continue to pay their own individual premium but have the opportunity to receive retrospective premium adjustments (refunds or assessments based on the performance of the group) at the end of each of the three evaluation periods performed by the Ohio Bureau of Workers' Compensation (BWC).

To have successful outcomes in a group retrospective rating program, employers must be committed to improving workplace safety and accident prevention and take appropriate action to reduce the frequency and severity of accidents involving their employees. In order for Sedgwick to timely file all July 1, 2026 program year enrollment information with the Ohio Bureau of Workers' Compensation (BWC), we request that your enrollment materials be received by our office on or before **Friday, January 23rd, 2026**.

If you are evaluating other group retrospective rating programs, we recommend carefully analyzing the savings quote to make sure you are comparing similar discounts, maximum assessment levels, service offerings and of course, past results of the group administrator.

If you have any questions, contact our Sedgwick program manager, Julia Bowling [julia.bowling@sedgwick.com](mailto:julia.bowling@sedgwick.com) or via phone 513-218-4062.