



emerge apps



OSHA Recordkeeping: Managing Establishments the Right Way

Do you need one log or multiple logs? Here's how to keep it straight.

One of the most common sources of OSHA recordkeeping errors is how employers handle multiple locations. OSHA requires employers to maintain separate injury and illness logs (Forms 300, 300A, and 301) for each **establishment**. But what counts as an “establishment”? Let's break it down.

What Is an Establishment?

An **establishment** is defined as a single physical location where business is conducted or where services or industrial operations are performed, such as a factory, warehouse, retail store, office building, etc.

How to Get it Right

If your company has multiple locations, each location with 11 or more employees must:



Maintain its own 300 Log, 301 Forms, and annual 300A Summary



Certify and post the 300A Summary at each establishment by February 1 annually



Digitally submit logs to the government for each establishment by March 2 annually

Why It Matters



Serious Fines

Mismanaging establishments counts as a recordkeeping violation, which carries a \$16,550 fine



Missed Opportunities

Submitting one log for multiple locations can distort your incident rates, hurting your reputation and opportunities for new business



Unwanted Scrutiny

Submitting combined logs electronically raises a red flag for OSHA, which could trigger an inspection

Special Situations & Exceptions



Short-term establishments:

For temporary establishments that will exist less than one year (e.g., construction site, seasonal location), you can combine into records for a central location



Remote or mobile workers:

When injuries happen to employees working remotely or on the road/in the field, the case should be recorded with the establishment that supervises that employee.



Two businesses in one location:

If two distinct businesses share a location (such as a construction company and a lumber yard), they may count as separate establishments for recordkeeping.



Multiple locations as one establishment:

In rare cases, multiple locations may be considered one establishment, if they are nearby and under common management.

We Can Help

Confused about how OSHA's establishment rules apply to your business? Let's do a quick review together. A 15-minute check could help you avoid costly compliance mistakes.

