



RISK MANAGEMENT

DEANNA L. ZALAS

DIRECTOR

118 N. Clark Street, #1072 • Chicago, Illinois 60602 • (312) 603-6385

TONI PRECKWINKLE

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MEMORANDUM

To: Department Heads and Workers' Compensation Liaisons

FROM: Andrea Flynn *ADF*
Deputy Director of Risk Management

CC: Deanna Zalas
Director of Risk Management

DATE: February 20, 2019

RE: Illinois OSHA Mandatory Reporting Requirement - March 2, 2019 deadline for electronically reporting OSHA Form 300A data

Illinois Occupational Safety and Health Administration (OSHA) requires State and Local Government employers record work-related injuries and illnesses that meet general recording criteria and report them to Illinois OSHA. Each Cook County agency is responsible for tracking and electronically submitting its 300A injury and illness logs directly to Illinois OSHA.

Illinois OSHA requires all State and local Government establishments in high hazard industries or with 250 or more employees to electronically file their 2018 Form 300A logs. The attached letter from the Illinois Department of Labor provides contact information and more details on the reporting requirements. If you have any additional questions regarding OSHA reporting requirements, please contact Illinois OSHA at dol.safety@illinois.gov or at (217) 782-9386.

The attached OSHA Job Aid and PowerPoint presentation provide instructions on navigating the Injury and Tracking Application (ITA) and completing OSHA Recordkeeping Forms. Please follow this link to access OSHA's Injury and Tracking Application (ITA) online portal, step-by-step instructions, FAQs, and information related to Reporting and Recordkeeping Requirements:

<https://www.osha.gov/injuryreporting/>

All work-related injury and illness data for the 2018 calendar year must be submitted to OSHA's Injury and Tracking Application (ITA) online portal by **March 2, 2019**.

Each department or office may view workers' compensation data and run reports for its employees in Origami Risk Management Information System. If you have difficulty logging into Origami, please email Risk Management's Risk Management Analyst Jacqueline Hrabak at Jacqueline.Hrabak@cookcountyil.gov.