



## Mandatory Reporting on Workplace Injury or Illness

Municipalities in New York State must maintain certain federal and state documents of recordable workplace-related injuries and illnesses. Specifically, documents and details notifying employers and employees of injury-related workplace hazards. Three such documents from NYS include logs SH 900 (Log of Work-Related Injuries and Illnesses), SH 900.1 (Summary of Work-Related Injuries and Illnesses), and SH 900.2 (Injury and Illness Incident Report). Each form records specific data related to workplace injuries and illness. All three forms must be maintained for five (5) years following the end of the calendar year they cover. The SH 900.1 summary document must also be posted in the workplace annually from February 1 through April 30, detailing injuries and illnesses for the previous calendar year.

### **New in 2025: Electronic Submission of Records**

Following OSHA's lead, PESH now requires municipal operations with over 20 employees to submit their injury and illness information electronically. Municipal operations must electronically submit injury and illness data annually to OSHA from their OSHA Form 300A, 300, and 301 or PESH 900 forms. OSHA collects work-related injury and illness data from establishments through the [Injury Tracking Application \(ITA\)](#). The [ITA launch page](#) also answers frequently asked questions ([ITA FAQs](#)).

PESH requires a separate SH 900.1 log for each establishment expected to operate for one year or longer. That is, the SH 900 form posted in the Town Hall represents injuries sustained from Town Hall operations, and the form posted in the Highway Garage will reflect only highway operation injuries, and so on.

Some employers may utilize the OSHA 300 logs as long as the information required by the state is included. These forms include the OSHA 300 (Log of Work-Related Injuries and Illness), 300A (Summary of Work-Related Injuries and Illness), and 301 (Injury and Illness Incident Report). The 300A Summary log must be posted in a visible location so employees are aware of the injuries and illnesses occurring in the workplace, from February 1 through April 30. The OSHA 300 log and 300A summary must be maintained for five (5) years following the year they pertain to.

# JANUARY 2025 SAFETY BULLETIN



These PESH and OSHA logs account for privacy concerns when reporting workplace injuries or illnesses. If the case is considered a privacy concern, the employer may not enter the employee's name on the SH 900 Log. Instead, the employer must enter "privacy case" in the space normally used for the employee's name.

If you have questions regarding this topic, reach out to Comp Alliance Director of Loss Control, Robert Blaisdell, at [rblaisdell@wrightinsurance.com](mailto:rblaisdell@wrightinsurance.com).

