

Form 300A 上報示意圖

根據 OSHA 介紹，公司初次上報需要註冊新帳戶再填寫，程序非常簡單，如下圖展示。詳細填寫指南，請前往：

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

The screenshot shows the top navigation bar of the OSHA website with the Department of Labor logo, social media icons, and a search bar. Below the navigation bar is the title "Occupational Safety and Health Administration" and a menu with categories like "ABOUT OSHA", "WORKERS", "EMPLOYERS", etc. The main heading is "Injury Tracking Application Login". There are two input fields: "Username or Email Address" and "Password", both with placeholder text. A "Log In" button is at the bottom. A "Forgot Password?" link is also present.

You are about to access a U.S. Government computer/information system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or of the data contained herein, or in transit to/from this system, may constitute a violation of [Title 18, United States Code, Section 1030](#) and other federal or state criminal and civil laws. These systems and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user.

The screenshot shows the "Injury Tracking Application Home" page. It features a navigation bar similar to the login page. The main heading is "Injury Tracking Application Home". On the right, there is a user profile box showing "User: grace" and a "Logout" link. Below the heading, there are two main sections: "For Manual Data Entry" and "For Batch Data Transmission". The "For Manual Data Entry" section has two buttons: "Create Establishment" (with a description: "Add a new establishment to your account") and "View Establishment List" (with a description: "View the establishments which have been added to your account"). The "For Batch Data Transmission" section has two buttons: "Upload a Batch File" (with a description: "Upload a CSV file containing your establishment and 300 A summary data") and "View Your API Token" (with a description: "Access your authentication token for use in electronically transmitting data via API"). To the right of these sections is an "Overview of Data Submission Process" diagram showing four steps: Step 1: Create an Establishment; Step 2: Add 300A Summary Data; Step 3: Submit Data to OSHA; Step 4: Review Confirmation Email. At the bottom right, there is a "2017 Data Submission Status" table.

300A Summary Status	Establishments
Not Added	0
Not Submitted	0
Submitted	0
Total	0

Add 300A Summary

Summary of Work-related Injuries and Illnesses

* All Fields are Required

Establishment Name: **abc company**

Employment Information

Annual average number of employees*

Note: This is not necessarily the same as the maximum number of employees you selected when creating the establishment.

Total hours worked by all employees last year*

- Include** hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day to day supervision by your establishment (e.g., temporary help services workers).
- Do not include** vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

Did any recordable work-related injuries or illnesses occur at this establishment in this year?* Yes No

Select Yes if the establishment had recordable work-related injuries this year. Select No if it did not.

Number Of Days

Enter 0 if there are no days to report.

TOTAL NUMBER OF:

Days away from work (K)*

Days of job transfer or restriction (L)*

Injury And Illness Types

Enter 0 if there are no injuries or illnesses to report.

TOTAL NUMBER OF:

Injuries (M1)*

Poisonings (M4)*

Skin disorders (M2)*

Hearing loss (M5)*

Respiratory conditions (M3)*

All other illnesses (M6)*

[Cancel](#) [Save](#)

Number Of Cases

Enter 0 if there are no cases to report.

TOTAL NUMBER OF:

Deaths (G)*

Cases with days away from work (H)*

Cases with job transfer or restriction (I)*

Other recordable cases (J)*

Number Of Days

Enter 0 if there are no days to report.

TOTAL NUMBER OF:

Days away from work (K)*

Days of job transfer or restriction (L)*