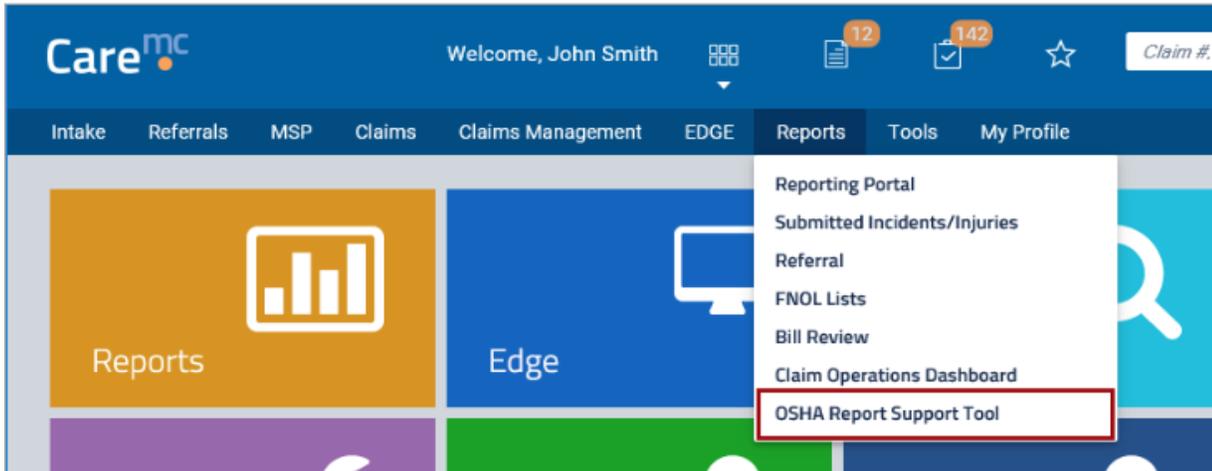


OSHA Report Support Tool

The OSHA 300A Report (Summary of Work-Related Injuries and Illnesses) populates regulatory information automatically. Previously this information was entered manually in the report parameters in the Report Module. Now you can enter the information in **Reports > OSHA Report Support Tool**.



Select a **Company** and **Reporting Year**.

If it is your first time selecting a combination of company and reporting year, then you must select **Location**.

OSHA Report Support Tool

Company: Reporting Year: Location Level:

Location(s) not loaded. Please perform Load Location(s) first.

[Load Location\(s\)](#)

Customer - Location(s) by Reporting Year

Company Name	Location Level
Reporting Name	Company Code

Action	Location Code	Location Name	OSHA Establishment Name	Max. Empl	Avg. Empl	Total Hours Worked	NAICS	NAICS Description
No items to display								

Click **Load Location**. Select your location level and click **Save**.

Load Location(s) ✕

Reporting Year	2020
Company	Montgomery County Self-Insurance Program - EC
Reporting Name	Montgomery County Self-Insurance Program - EC
Location Level	Level 4 - DivLevel4
Preload NAICS Code	921190 - Other General Government Support

Click **Edit** to enter OSHA 300A information.

OSHA Report Support Tool

Company: Montgomery County Self-Insurance Program - EC | Reporting Year: 2019 | Location Level: Level 4 - DivLevel4

Customer - Location(s) by Reporting Year

Company Name	Montgomery County Self-Insurance Program - EC	Location Level	Level 4 - DivLevel4
Reporting Name	Montgomery County Self-Insurance Program - EC	Company Code	316

Action	Location Code	Location Name	OSHA Establishment Name	Max. Empl	Avg. Empl	Total Hours Worked	NAICS	NAICS Description
Edit	9999	MCSIP DEFAULT- 4	MCSIP DEFAULT- 4	0	0	0		
Edit	BUP04	MCSIP BETHESDA URBAN PARTN...	MCSIP BETHESDA URBAN PARTN...	0	0	0		
Edit	COG04	MCSIP CITY OF GAITHERSBURG- 4	MCSIP CITY OF GAITHERSBURG- 4	0	0	0		
Edit	COR04	MCSIP CITY OF ROCKVILLE- 4	MCSIP CITY OF ROCKVILLE- 4	0	0	0		
Edit	CTP04	MCSIP CITY OF TAKOMA PARK- 4	MCSIP CITY OF TAKOMA PARK- 4	0	0	0		
Edit	HOC04	MCSIP HOUSING OPPORTUNITIE...	MCSIP HOUSING OPPORTUNITIE...	0	0	0		
Edit	MCC04	MCSIP MONTGOMERY COLLEGE- 4	MCSIP MONTGOMERY COLLEGE- 4	0	0	0		
Edit	MCG04	MCSIP MONTGOMERY COUNTY G...	MCSIP MONTGOMERY COUNTY G...	14342	14342	17283422	921190	Other General Government ...
Edit	MCPS04	MCSIP MONTGOMERY CO. PUBLI...	MCSIP MONTGOMERY CO. PUBLI...	0	0	0		
Edit	MCRA04	MCSIP MONTGOMERY CO. REVE...	MCSIP MONTGOMERY CO. REVE...	0	0	0		

1 - 10 of 18 items

You can enter or make changes to the following information, which will appear in the OSHA 300A report.

- OSHA Establishment Name
- Maximum Number of Employees in Year
- Average Number Employees in Year
- Total Hours Worked
- NAICS Code

Clear Location Level for Year

 **Tip** The user does not have to clear a location level for the selected year to enter data for another location level as they have had to in the past.

You are now able to clear the Location Level data for a given year.

Click the Clear Location Level for Year button.

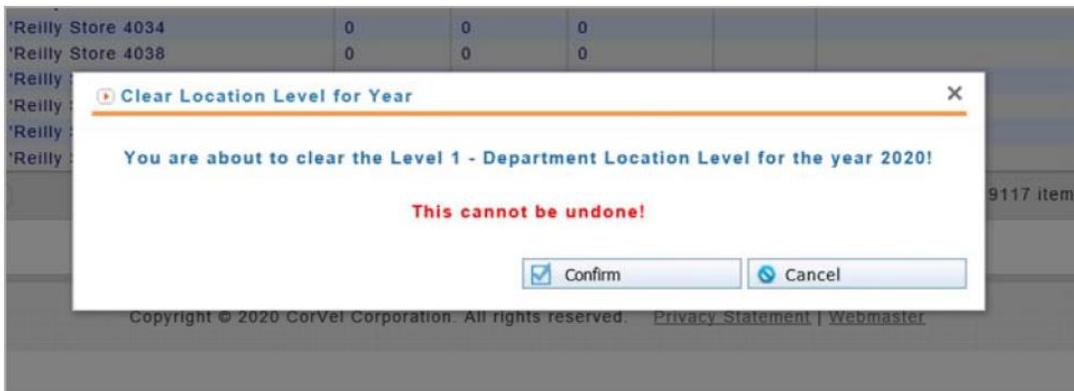
OSHA Report Support Tool

Company	Montgomery County Self-Insurance Program - EC	Reporting Year	2019	Location Level	Level 4 - DivLevel4
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Customer - Location(s) by Reporting Year

Company Name	Montgomery County Self-Insurance Program - EC	Location Level	Level 4 - DivLevel4
Reporting Name	Montgomery County Self-Insurance Program - EC	Company Code	316

You receive a warning message. Click Confirm to clear the data.



 **Note** Clearing the location level data for the selected year cannot be undone. The data will be lost.

Pre-load a NAICS Code

If you wish to have a specific NAICS code for all locations, you can do this through the Load Location(s) feature.

Load Location(s)

Reporting Year	2020
Company	Montgomery County Self-Insurance Program - EC
Reporting Name	Montgomery County Self-Insurance Program - EC
Location Level	Level 4 - DivLevel4
Preload NAICS Code	921190 - Other General Government Support

Save Cancel

This cannot be done for locations that have already been loaded.

Action	Location Code	Location Name	OSHA Establishment Name	Max Empl	Avg Empl	Total Hours Worked	NAICS	NAICS Description
Edit	72004	O'Reilly Store 1633	O'Reilly Store 1633	0	0	0	8111	Automotive Repair and Maint...
Edit	72005	O'Reilly Store 4031	O'Reilly Store 4031	0	0	0	8111	Automotive Repair and Maint...
Edit	72006	O'Reilly Store 4032	O'Reilly Store 4032	0	0	0	8111	Automotive Repair and Maint...
Edit	72007	O'Reilly Store 4033	O'Reilly Store 4033	0	0	0	8111	Automotive Repair and Maint...
Edit	72008	O'Reilly Store 4034	O'Reilly Store 4034	0	0	0	8111	Automotive Repair and Maint...
Edit	72009	O'Reilly Store 4036	O'Reilly Store 4036	0	0	0	8111	Automotive Repair and Maint...
Edit	72010	O'Reilly Store 4039	O'Reilly Store 4039	0	0	0	8111	Automotive Repair and Maint...
Edit	72011	O'Reilly Store 4041	O'Reilly Store 4041	0	0	0	8111	Automotive Repair and Maint...
Edit	72012	O'Reilly Store 4048	O'Reilly Store 4048	0	0	0	8111	Automotive Repair and Maint...
Edit	72013	O'Reilly Store 4051	O'Reilly Store 4051	0	0	0	8111	Automotive Repair and Maint...

1 - 10 of 9117 items

Level Numbers

For everywhere the location level is shown it will include the level number associated with the level.

2020 Location Level

- Level 1 - Department
- Level 2 - Division
- Level 3 - DivLevel3
- Level 4 - DivLevel4
- Level 5 - DivLevel5
- Level 6 - Customer

Company Code 295

Clear Location Level for Year Export to Excel

Total Hours

The Location Level you select in the dropdown is listed in the report header.

The Location Level numbers are also available to view in the Reporting Portal when you run a report.

OSHA Form 300A

Parameters

Customer	Montgomery County Self-Insurance Program - EC
Calendar Year	2020
Location Level	<input type="radio"/> Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3 <input checked="" type="radio"/> Level 4