

Filing OSHA Form 301

After signing into your ECOMP account with your email address and password, you will see your Employee Dashboard, which shows a list of any forms you have submitted via ECOMP. To file a new OSHA 301 form, click the button "File an OSHA 301, CA-1 or CA-2."

Your employing government organization from your ECOMP account will be displayed. If you need to make any changes, select the appropriate Department, Agency Group, Agency and Duty Station from the drop down lists. Any changes you make will be saved as the default for your ECOMP account.

Information will be displayed on the process for reporting an injury or illness to your organization and claiming benefits, as well as which forms may be filed via ECOMP. Click "File an OSHA-301" to proceed.

Additional information about OSHA Form 301 will be displayed. Click "File an OSHA-301" to proceed.

Your name will be pre-populated from your ECOMP account. Next, enter your home address; date of birth; date hired; sex and job title. Once you begin typing, a drop down list of job titles will be displayed. Select the appropriate job title from the list. You may also enter the name of the physician who treated you for this injury or illness. This item is optional.

Next, state the place where the event occurred. Also state where medical treatment was given; whether you were treated in an emergency room; whether you were hospitalized overnight; the date of injury or illness; the time you began work; and the time of the event.

Next, describe what you were doing just before the incident; what happened; what type of injury or illness you experienced; and what object or substance directly harmed you.

Now, review a summary of the information you have entered for the OSHA 301 form. If any changes are needed, you may click the "Go to Field" button to return to that portion of the form to make changes. When all information has been confirmed, click "File Form" to proceed.

You will then receive confirmation that your OSHA 301 has been forwarded to your supervisor for review, and you will be provided with the ECOMP Control Number (ECN) for tracking of your form. You may view or save a PDF copy of the form using the "View" or "Get PDF" buttons.

Your supervisor will now receive an email advising that you have filed an OSHA 301 form which requires review. After he or she reviews your form, your supervisor will forward it to your agency's OSHA Record Keeper for final review.

Federal employees who wish to claim FECA benefits in relation to the reported injury or illness may now click "File a Claim based on this OSHA 301" to initiate a form CA-1 or CA-2. This step may also be taken at a later time from the Employee Dashboard if not ready to proceed with a FECA claim at this time.

Instructions on filing a FECA claim are available in the ECOMP training module titled "Filing Forms as an Injured Worker."