

# OSHA Challenge Administrator Annual Report

## Included in this spreadsheet are:

- Tab 1. Administrator Annual Report
- Tab 2. Summary of Participant Injury and Illness Rates - Autofills
- Tabs 3 - 12. Individual Participant Information

- 1.) Some fields in this spreadsheet are programmed to fill these forms automatically. Do not manually enter data into these fields. All of Tab 2 autofills.
- 2.) The year has been entered in all applicable boxes.
- 3.) Each participant is to have their own tab. If you have more than 10 participants, copy the of blank annual reports before entering information first. Ensure that you have enough annual report files for the total number of your participants.
- 4.) Ensure that all fields are filled in correctly.
- 5.) Remember to submit an updated OCTPS for each participant along with this summary.
- 6.) Ensure that the data inputted are consistent and accurate.

***To access these documents, please click on the tabs at the bottom of this form.***

The OSHA Challenge Administrator must prepare the Administrator Annual Report each year along with an OSHA Challenge Tracking Participant Status (OCTPS) form for each participant. Both the annual report and all OCTPS forms must be submitted electronically to your OSHA Challenge Liaison no later than **February 15** each year.



### **OMB Control Number: 1218-0239 Expires 01-31-2018**

Public reporting burden for this collection of information is estimated to average 20 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding