

## OSHA Launches New Website for Electronically Filing Injury and Illness Reports

July 24, 2017

The Occupational Safety and Health Administration's [new electronic portal](#), the Injury Tracking Application (ITA), where employers can file web-based reports of workplace injuries or illnesses, will be accessible beginning August 1, 2017.

Under OSHA's electronic recordkeeping rule, covered companies with at least 250 employees must submit information electronically from:

- OSHA Form 300 (Log of Work-Related Injuries and Illnesses)
- OSHA Form 300A (Summary of Work-Related Injuries and Illnesses)
- OSHA Form 301 (Injury and Illness Incident Report)

Covered establishments with 20-249 employees in certain industries with historically high rates of occupational injuries and illnesses must submit information electronically from OSHA Form 300A. These industries include:

- construction;
- utilities;
- support activities for air, rail, road, and water transportation;
- equipment rental and leasing;
- remediation services; and
- commercial machinery and equipment (except automotive and electronic) repair and maintenance.

In a related move, OSHA published a [notice of proposed rulemaking](#) extending the deadline by which employers must submit their completed 2016 Form 300A electronically to December 1, 2017, from July 1, 2017, in order to allow the new Administration time to review the requirements of the rule, as well as allow companies to familiarize themselves with the system.

OSHA's secure website offers three options for employers to submit data:

1. Users will be able to manually enter data into a web form;
2. Users will be able to upload a CSV file to process single or multiple establishments at the same time; and
3. Users of automated recordkeeping systems will have the ability to transmit data electronically with an API (application programming interface).

The data submission process involves four steps:

1. Creating an establishment;
2. Adding 300A summary data;
3. Submitting data to OSHA; and
4. Reviewing the confirmation email.

Jackson Lewis attorneys are available to assist clients in complying with federal safety standards.

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