

Electronic Submission of Injury and Illness Records to OSHA

The Injury Tracking Application (ITA), accessible from [this page](#), is where certain employers are required to electronically submit [to OSHA] their 2016 OSHA-related injury and illness information (due no later than **December 1, 2017**).

- Who: Establishments with 250 or more employees that are currently required to keep OSHA injury and illness records, as well as establishments with 20 to 249 employees that are classified within [certain industries](#) with historically high rates of occupational injuries and illnesses.
- What: Covered establishments with 250 or more employees must electronically submit information from their OSHA Forms 300 (Log of Work-Related Injuries and Illnesses), 300A (Summary of Work-Related Injuries and Illnesses), and 301 (Injury and Illness Incident Report). Covered establishments with 20 to 249 employees must electronically submit their information from OSHA Form 300A.
- When: The requirement became effective on January 1, 2017. The new reporting requirements will be phased in over two years. In 2017, all covered establishments must submit the information from their 2016 Form 300A by December 1, 2017. In 2018, covered establishments with 250 or more employees must submit the information from their 2017 forms (300A, 300, and 301) by July 1, 2018, and covered establishments with 20 to 249 employees must submit the information from their 2017 Form 300A by July 1, 2018. Beginning in 2019 and every year thereafter, covered establishments must submit the information by March 2nd.
- How: OSHA has provided a website that offers three options for data submission. First, users will be able to manually enter data into a web form. Second, users will be able to upload a CSV file to process single or multiple establishments at the same time. Last, users of automated recordkeeping systems will have the ability to transmit data electronically via an API (application programming interface).

Affinity Consultants can assist with maintaining and reporting of injury and illness records. If you have any related questions regarding the electronic Injury Tracking Application system, please contact Keith Gaydosh at 330-854-9066 x21.