OSHA Injury Tracking Application Process

Completing OSHA's Injury Tracking Application (ITA) is a vital part in making sure your establishment is up to date with compliance regulations. The ITA started in 2017 as an electronic submission of records. This information can be used to identify the location and nature of workplace hazards that should be eliminated or controlled.

If you are wondering if the ITA process applies to your company here are the guidelines:

- Establishments with 250 or more employees that are currently required to keep OSHA 300A Summary injury and illness records are required to submit an ITA
- Establishments with 20-249 employees that are classified in certain industries with historically high rates of occupational injuries and illnesses are also required to submit an injury tracking application.
- NAICS codes for establishments in industries with 20-249 employees can be found by using this link.

OSHA's ITA Webpage is where you can directly begin the reporting process. the process is very straight forward and easy to accomplish, the following steps are required:

- Create an account for your establishment.
- After logging in for the first time you will be instructed on the next steps to submit your data entry into the system
- There are two main sections in which you can enter your company's information, these sections are 'Manual Data Entry' and 'Batch Data Transmission'
    - o The Batch Data Transmission section should only be completed if you are entering data for five or more establishments
    - o Using the Manual Data Entry section, you will select a "Create Establishment" button, where you will then complete two forms for each establishment
- After adding an establishment, the next step is to submit your OSHA Form 300A data

Establishments that fail to report with the ITA may be subject to be inspections. These companies can be targeted for Site-Specific Targeting (STS) compliance inspections. In addition to STS inspections for failing to report, the SST process is used to proactively examine employers with the highest rates of occupational injuries and illnesses using the DART rate. Average DART rates vary for each industry.

If you need any assistance with your injury or illness recordkeeping program, please contact your Risk Control representative for more information and support. You can always email riskcontrol@hb1893.com with questions concerning OSHA compliance programs.

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