

# INDIANA DEPARTMENT OF LABOR



# INSAFE

## SAFETY AND HEALTH CONSULTATION

### OSHA's Electronic Reporting Requirements

# Contact Information

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# Objectives

- Describe OSHA's Electronic Reporting System
- Explain the importance of Electronic Reporting
- Discuss industries required to report electronically
- Discuss important dates for submitting reports electronically
- Describe how to use the new ITA system
- Answer frequently asked questions

# What is it?

- The injury tracking application (ITA) is a web based form that allows employers to electronically report their injury and illness data.
- [https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=12785](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12785)

# Why?

- Keep the public, employers, and the government more informed
- The transparency will encourage employers to increase efforts to prevent injuries and illnesses
- Enable researchers to use the data and come up with creative ways to make the workplace safer
- Aid OSHA in improving compliance assistance to higher risk industries

# Who?

Establishments with 250 or more employees who are currently required to keep injury and illness data must submit:

- **300 log**
- **300A**
- **301**

# Who?

High risk establishments with 20 – 249 employees

- 300A

# Who?

- Employers with less than 20 employees are not required to electronically report injuries and illnesses.

Only employers with 10 or fewer employees are exempt from recording injuries or illnesses.



# Important Dates

Submission year	Establishments with 250 or more employees	High Risk Establishments with 20 – 249 employees	Submission Deadline
2017	Form 300A	Form 300A	December 15, 2017
2018	Forms 300, 300A, and 301	Form 300A	July 1, 2018

2019 and thereafter, the information must be submitted by March 2<sup>nd</sup>.



# High Risk Industries

NAICS

11

Industry

Agriculture, forestry, fishing and hunting

22

Utilities

23

Construction

31-33

Manufacturing

42

Wholesale trade

4413

Automotive parts, accessories, and tire stores

4421

Furniture stores

4422

Home furnishings stores

4441

Building material and supplies dealers

4442

Lawn and garden equipment and supplies stores

4451

Grocery stores

4452

Specialty food stores

4521

Department stores

# High Risk Industries

4422	Home furnishings stores
4441	Building material and supplies dealers
4442	Lawn and garden equipment and supplies stores
4451	Grocery stores
4452	Specialty food stores
4521	Department stores
4529	Other general merchandise stores
4533	Used merchandise stores
4542	Vending machine operators
4543	Direct selling establishments
4811	Scheduled air transportation
4841	General freight trucking
4842	Specialized freight trucking
4851	Urban transit systems

# High Risk Industries

4852	Interurban and rural bus transportation
4853	Taxi and limousine service
4854	School and employee bus transportation
4855	Charter bus industry
4859	Other transit and ground passenger transportation
4871	Scenic and sightseeing transportation, land
4881	Support activities for air transportation
4882	Support activities for rail transportation
4883	Support activities for water transportation
4884	Support activities for road transportation
4889	Other support activities for transportation
4911	Postal service
4921	Couriers and express delivery services
4922	Local messengers and local delivery

# High Risk Industries

4931	Warehousing and storage
5152	Cable and other subscription programming
5311	Lessors of real estate
5321	Automotive equipment rental and leasing
5322	Consumer goods rental
5323	General rental centers
5617	Services to buildings and dwellings
5621	Waste collection
5622	Waste treatment and disposal
5629	Remediation and other waste management services
6219	Other ambulatory health care services
6221	General medical and surgical hospitals
6222	Psychiatric and substance abuse hospitals
6223	Specialty (except psychiatric and substance abuse) hospitals

# High Risk Industries

6231	Nursing care facilities
6232	Residential mental retardation, mental health and substance abuse facilities
6233	Community care facilities for the elderly
6239	Other residential care facilities
6242	Community food and housing, and emergency and other relief services
6243	Vocational rehabilitation services
7111	Performing arts companies
7112	Spectator sports
7121	Museums, historical sites, and similar institutions
7131	Amusement parks and arcades
7132	Gambling industries
7211	Traveler accommodation
7212	RV (recreational vehicle) parks and recreational camps
7213	Rooming and boarding houses

# High Risk Industries

7223

Special food services

8113

Commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance

8123

Dry-cleaning and laundry services

# Getting Started with ITA

1. Click the launch ITA button in the upper right corner  
<https://www.osha.gov/injuryreporting/index.html>
2. Create an account
3. Enter in account information (name, title, company name etc.)
4. Create an establishment
5. Enter OSHA 300 data
6. Submit
7. Review confirmation email



# Data Submission Process

1. Create an establishment

2. Add 300A summary data

3. Submit data to OSHA

4. Review the confirmation email

# Submitting Data Electronically

## Manual Data Entry

- You can get started by
  1. Clicking the *Create Establishment* button to add your first establishment to the system.
  2. After adding an establishment, the next step is to add 300A data to it and then Submit to OSHA
  3. If you already have establishments added, you can view them by clicking the *View Establishment List* button
  4. You can also see the status of all of the establishments you've added

# Submitting Data Electronically

## Batch Data Transmission

- If you wish to enter data for multiple establishments at one time, you can get started by

5. Clicking the *Upload a Batch File* button will direct you a file upload page where you will find information how to create a batch file and a place to upload and submit it.

6. Clicking the *View API Token* button will direct you to a page which displays the API token which has been assigned to your account. You will need this information for all transactions made between your system and ITA.

# Navigating ITA

You can access each of the major areas of ITA using a navigation menu appears on all pages in ITA.

- *The Navigation Menu* drop down provides access to the following screens:
  - *Injury Tracking Application Home*
  - Establishment List
  - Create Establishment
  - Upload File
  - *Manage Account – Profile*
  - *Manage Account-API Token*
  - Help Request Form

# Additional ITA Resources

- ITA Job Aids: These instructions are available to support users through the submission process.
- Getting started in ITA
- Setting up an account
- Create an establishment
- Add 300A summary data
- Submit establishment data
- Upload a file
- View API token
- View an establishment or edit an establishment
- Edit 300A summary data
- Edit an ITA account
- Reset password
- <https://www.osha.gov/injuryreporting/>

# FAQs

*Do part-time, seasonal, or temporary workers count as employees in the criteria for number of employees?*

**YES**

each individual employed during the previous year counts as one employee

# FAQs

*Can an employer conduct post-accident drug screening under the new rule?*

**YES**

As long as the drug screening is not used as a form of retaliation against the employee who reported the injury.

# FAQs

*Has there been any changes to the previous anti-retaliation laws?*

**YES**

under the final rule, OSHA will be able to cite an employer for retaliation even if the employee did not file a complaint, or if the employer has a program that deters or discourages reporting through the threat of retaliation

**1904.35(b)(1)(iv)**

You must not discharge or in any manner discriminate against any employee for reporting a work-related injury or illness.



# FAQs

## Anti- Retaliation Changes Continued:

### [Letter of interpretation for 1904.35\(b\)\(1\)\(iv\)](#)

section 1904.35(b)(1)(iv) to address concerns from commenters about three types of policies that can be used to retaliate against workers for reporting work-related injuries or illnesses and therefore discourage or deter accurate recordkeeping: disciplinary policies, post-accident drug testing policies, and employee incentive programs. OSHA made clear in the preamble that it is not prohibiting these kinds of policies categorically, and that section 1904.35(b)(1)(iv) does not impose any new obligations or restrictions on employers. Rather, section 1904.35 gives OSHA another mechanism to address conduct that has always been unlawful—retaliating against employees for reporting work-related injuries or illnesses.<sup>1</sup>

# FAQs

*May an enterprise or corporate office electronically submit part 1904 records for its establishment(s)?*

**YES**

the enterprise or corporate office may collect and electronically submit the information for the establishment(s).

# FAQs

*Since Indiana has a State Plan am I required to submit information*

**YES**

The requirements apply to employers located in State Plan States

# FAQs

*Does the new rule require employers to create new records or change how they keep records?*

**NO**

It only requires certain employers to electronically submit some of the information from these records to OSHA.

# FAQs

*Do I have to submit information if my establishment is partially exempt from keeping OSHA injury and illness records?*

**NO**

If you are partially exempt from keeping injury and illness records under §§ 1904.1 and/or 1904.2, then you do not have to routinely submit part 1904 information

[Partially Exempt Industries](#)

# FAQs

*If a case occurs in one year but results in days away during the next calendar year do I need to count the case for both years?*

**NO**

No, you only record the injury or illness once. You must enter the number of calendar days away for the injury or illness on the OSHA 300 Log for the year in which the injury or illness occurred. If the employee is still away from work because of the injury or illness when you prepare the annual summary, estimate the total number of calendar days you expect the employee to be away from work, use this number to calculate the total for the annual summary, and then update the initial log entry later when the day count is known or reaches the 180-day cap.

# FAQs

Are the electronic requirements based on the size of the establishment or the size of the firm?

The electronic reporting requirements are based on the size of the establishment, not the firm.

An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A firm may be comprised of one or more establishments. To determine if you need to provide OSHA with the required data for an *establishment*, you need to determine the establishment's peak employment during the last calendar year. Each individual employed in the establishment at any time during the calendar year counts as one employee, including full-time, part-time, seasonal, and temporary workers.



# INSHARP

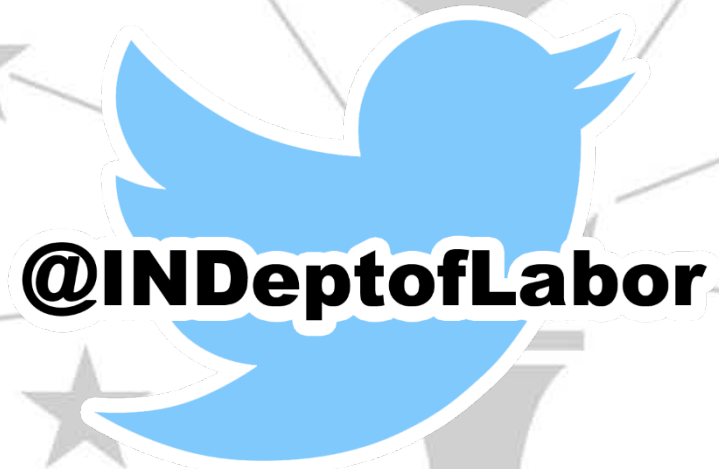
- Indiana Safety and Health Achievement Recognition Program
- Federally recognized program
- Similar to Voluntary Protection (VPP)
- Certification = Exemption from IOSHA inspections
- To learn more:

[www.in.gov/dol/insharp](http://www.in.gov/dol/insharp)





# Social Media





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