

OSHA Injury Tracking Application (ITA) Online Submission

Happy New Year to everyone!!! Hope you all had a safe and healthy holiday season!!!! Now that 2025 is behind us, hopefully you have finalized your OSHA Injury and Illness Log for 2025 and printed, signed and posted the 300A Summary form in a conspicuous location. This was due on February 1st and the Summary form must remain posted until April 30th. Excellent work if you have this completed, however, some employers may still have one more step – submitting their injury and illness information online to OSHA.

If you are unsure whether or not you are required to complete this online submission, the best way to check this is by going to OSHA’s Injury Tracking Application (ITA) Coverage Application at <https://www.osha.gov/itareportapp>. Input the required information on company size, location and industry type, then hit the “Submit” button and it will tell you what reports, if any, will need to be submitted. You may be required to submit information from your OSHA 300A Summary Form and possibly, information from your OSHA 300 Log and OSHA 301 “Injury and Illness Incident Report”. If your establishment is required to submit online, you must go to OSHA’s Injury Tracking Application at <https://www.osha.gov/injuryreporting/ita/>. If you are a New User to the website, you will first need to create an ITA account.

Once that has been completed, the second step is “**Sign in with Login.Gov**” account. You must use the **same email address** when setting up your ITA Account and your Login.Gov Account. Be sure to follow the steps under “**Get help submitting your injury and illness data**”. The page allows you to access:

- OSHA’s Injury Reporting Page
- ITA Frequently Asked Questions
- OSHA’s Recordkeeping Page
- Help Desk Ticket
- OSHA’s ITA Data Page

Once you have successfully set up an account, then you can submit the required information. This may just be the OSHA 300A Summary information or it may also include information from your OSHA 300 Log and OSHA Form 301 (remember, you can determine what data is required for submission from the **ITA Coverage Application** we discussed above). The online submission is a fairly straight forward process, but you will need a little patience. Some of the documents or information you need will include your NAICS number, average number of employees, total work hours, OSHA 300A Summary report and, if required, your OSHA Log and OSHA 301 Form(s).

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In January, I received an email from Alexis Ocasio, Compliance Assistance Specialist at OSHA, that I wanted to share with you. It is a reminder about the online submission and other OSHA links you might find helpful. As you can see, they have incorporated the use of QR Codes.

In the email, Ocasio writes:

OSHA's recording and reporting requirements are important in protecting workers' safety and health. These recordkeeping requirements help employers, employees, and OSHA in identifying and eliminating workplace hazards, which, in turn, can help prevent future workplace injuries and illnesses. As you might already know, establishments that meet certain size and industry criteria are required to electronically submit certain injury and illness data once per year to OSHA from **January 2 – March 2**. OSHA collects this work-related injury and illness data through the Injury Tracking Application (**ITA**).

The purpose of this communication is to provide guidance and information about **ITA** submission requirements, processes, trouble shooting and available resources. You can access the information by clicking on the links provided below. You can also gain access by scanning the corresponding QR Code.

You can also forward, print or post the information to share with your coworkers, stakeholders and contacts.

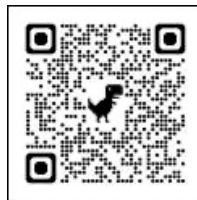
ITA related links:

1. **ITA** Information and Other Helpful Resources: osha.gov/injuryreporting/
2. **ITA** Login Page for existing and new users: osha.gov/injuryreporting/ita
3. **ITA** User Guide downloadable PDF document:
osha.gov/sites/default/files/ita_user_guide.pdf
4. **ITA** Frequently Asked Questions (FAQ): osha.gov/injuryreporting/faqs
5. **ITA** Help Request Form: osha.gov/injuryreporting/ita/help-request-form
6. **ITA** Website Error Report Form: osha.gov/form/error-report

1. ITA Resources



2. ITA Login



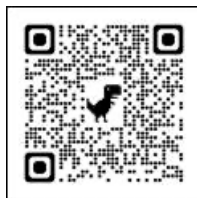
3. ITA User Guide



4. ITA FAQ



5. Help Request



6. Error Report



Important notice: If you already have an **ITA** account, please use the email address associated with that account. Do not use the **ITA** Help Request Form to submit website error reports or ask OSHA questions.

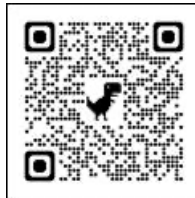
For website error reports, use the above-mentioned Website Error Report Form. To submit other inquiries or reports to OSHA, not directly related to **ITA**, use the following links:

1. To Report a Fatality or Severe Injury (Failure to report within the required time frame could result in penalties): [osha.gov/report/](https://www.osha.gov/report/) or call **1-800-321-6742 (OSHA)**, TTY **1-877-889-5627**.
2. For Safety or Health Complaints: [osha.gov/form/osha7](https://www.osha.gov/form/osha7)
3. For Whistleblower Complaints: [osha.gov/whistleblower/WBComplaint](https://www.osha.gov/whistleblower/WBComplaint)
4. To ask a Workplace Safety and Health Question: [osha.gov/form/ecorrespondence](https://www.osha.gov/form/ecorrespondence)
5. To access existing Letters of Interpretation: [osha.gov/laws-regs/interpretations](https://www.osha.gov/laws-regs/interpretations)

1. Reportable Incidents



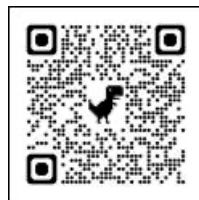
2. Safety and Health Complaints



3. Whistleblower Complaints



4. Safety & Health Questions



5. Letters of Interpretation



Cordially,

Compliance Assistance Specialists

Occupational Safety and Health Administration (OSHA), New York City Region

U.S. Department of Labor

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If you have further questions or need assistance, please do not hesitate to contact the Sedgwick Safety Team.

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