**OSHA Electronic Reporting Instructions**

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**Accessing and Initial set up for Injury Tracking Application (ITA):**

1. Go to <https://www.osha.gov/injuryreporting/index.html>
2. Click on the Blue “Launch ITA” button on the top right of the page.



1. The first time you log in, you will need to create an account. Click on the link above the login boxes. (In subsequent sessions, you will enter the username and password you have chosen.)



1. Complete your account information: First Name, Last Name, Company Name, Job Title, Email Address, Phone Number, and desired username.
2. Click on the “I am not a robot” box (you will need to click the designated images to verify). Once verified, the checkmark will show and the “Continue” button at the bottom of the page will turn blue, you will now be able to click on it.





1. You will need to check the acknowledgement that you accept the Terms of Use Agreement. Once you check that box, the “Continue” button at the bottom of the page will turn blue and you will now be able to click on it.



1. Once complete, you will see a “Thank you for registering” notice.



1. You will need to access the email address you used to register and open the email you received from DoNotReply@osha.gov. This email contains a link to set up your password and also contains your username for your records.



1. Click the link to confirm your registration and be taken to a page to set up your password. Your password must be at least 8 characters long. It also needs to contain at least 3 of the following 4 requirements: a) Lowercase letters; b) Uppercase Letters; c) Digits and d) Punctuation. You may include all 4 types but it is not required. Examples of acceptable passwords: **Summer17** or **Lovemypet!** or **osha123#**

If your password is acceptable, it will show “Pass” in the box at the right.



1. Click the “Save” button at the bottom right of the screen.
2. This will take you back to the main login screen and tell you that “Your password has been successfully set”. You may now log into the Injury Tracking Application with your Username and Password. Save these for your records.
3. You will need to input or upload your OSHA log summary information.
* If you have kept your OSHA records electronically using the Flanders Group Connect portal or another online OSHA recordkeeping system, you will be able to upload a file to submit electronically. (See [**Appendix A**](#Appendix_A) for instructions on how to extract your OSHA summary log from the Flanders Group Connect portal).
* If you have your OSHA log on paper, you will need to manually enter the information to the OSHA Injury Tracking Page. (Skip to “[**Manual Upload**](#Manual_Upload)” section for instruction)

**Uploading your electronic OSHA 300A summary: \*\*If you have not been keeping your electronic OSHA log on our Flanders Group Connect portal, skip to the instructions on manually uploading your data.** **(page 6)**

1. Go to <https://www.osha.gov/injuryreporting/ita/home> and enter your Username and Password.
2. If you pulled your .csv file from The Flanders Group Connect portal, you will need to add the establishment size to Column I (enter “1” if you have <20 employees, enter “2” if you have 20-249 employees or enter “3” if you have 250+ employees). Save your updated file.
3. Click on the “Upload a Batch File” button.



1. Click the “Browse” button and select your .csv file from your computer.



1. You will need to check the box to certify that the information you are submitting is true and correct to the best of your knowledge.



1. Click the “Upload” button to submit your OSHA 300A summary to OSHA.
2. You will receive a confirmation email once your 300A summary information has been submitted successfully.

**Uploading your OSHA 300A summary information manually:** \*\***Start here if you have not been keeping your OSHA log on the TFGC portal.**

1. Go to <https://www.osha.gov/injuryreporting/ita/home> and enter your Username and Password.
2. Click the “Create Establishment” button.



15) You will need to complete all required fields (marked with \*).

* Establishment name (1 establishment for each physical location)
* Company Name & Address
* NAICS Code (this should be listed on your policy information)
* Select the button for the number of employees at that establishment
* Select whether the establishment is private or public (part of a government agency)

16) Once all mandatory fields have been completed, the “Save” button at the bottom will turn blue and you will be able to click on it.

17) It will give you a message that “You have successfully created an Establishment” and display the establishment details you entered. Verify this information is accurate.



1. You will need to add the summary information from your OSHA log by clicking “Add 300A Summary”



1. Enter the “Annual Average Number of Employees” and “Total Hours Worked by All Employees Last Year” data. You can get these numbers from your payroll department.



1. Select “Yes” or “No” to indicate whether you have had work-related injuries at the establishment for the year you are reporting.
2. You will need to input the information from your OSHA 300A summary (totals from your complete OSHA log). You will need to enter “0” in any fields that are blank.
	1. Number of cases – enter the number of deaths, cases away from work, cases that resulted in a job transfer/work restrictions or any other recordable cases that do not fall into the other categories listed.
	2. Number of days – indicate the total number of days away from work or total number of days an employee was transferred to another position and/or had restrictions to their current position.
	3. Injury and Illness types – Enter the total number of injuries, skin disorders, respiratory conditions, poisonings, hearing loss, or all other illnesses.



1. Once all fields have been completed, the “Save” button will turn blue and you can click on it.



1. You will see a message that your “300A summary data has been added but not submitted”.



1. Verify the information has been input accurately based on your OSHA log and 300A summary. When ready, click on the blue “Submit 300A Data” button.



1. You will receive a confirmation email to confirm that you have submitted your 300A summary information for that establishment.
2. Complete steps 14 through 25 for any other establishments for your organization.

**APPENDIX A**

Pulling OSHA 300A summary from the Flanders Group Connect Portal.

1. Log in to the Flanders Group Connect Portal using your Username and Password
2. Under the OSHA tab, select the link for “Forms & Reports”



1. To pull the 300A Summary (what needs to be uploaded to OSHA website), select the bottom checkbox indicating “Summary of work-related injuries and illnesses”. Select the year of the reports you want to pull. In this case, you will need to change it to 2016. Then click the “Create CSV” button at the bottom.



1. The system will give you an error message if there is any information missing. Please read this message and complete any missing information on your CSV file.



This error message indicates: Empty or invalid values were found in the following columns of the CSV, please click Download CSV and correct those values: **Expand Column I of the CSV spreadsheet and enter maximum number of employees for the year. This field is now required for OSHA electronic reporting**

* **Enter 1 if the establishment has < 20 employees**
* **Enter 2 if the establishment has 20 – 249 employees**
* **Enter 3 if the establishment has 250 + employees.**
1. Click on Download CSV again and click “open” when prompted. Follow instructions to correct errors: Go to Column I of the spreadsheet and make it larger. For each establishment listed, enter the appropriate number for how many people are located at that establishment.
2. Save the file to your computer. File should end in “**.csv**”. You will get an error message in excel indicating that “your csv file may contain features that are not compatible with CSV. Do you want to keep the workbook in this format?” Click “YES” on this message.



1. Your file is now ready to be uploaded to the OSHA electronic reporting website.
2. <https://www.osha.gov/injuryreporting/index.html>

If you have any questions or need assistance, please contact Kerry Steenburgh at (800) 462-6435 x3234 or at ksteenburgh@flandersgroup.com.