

Pinnacol Pointers for Safety Group Programs

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E-submissions of injury data to OSHA

Who needs to do it, how and by when in 2018

Many employers are required to use OSHA's Injury Tracking Application (ITA), which debuted in August last year, to submit their annual summary injury data. New Year's Eve marked the revised deadline to submit 2016 injury data, and we want to remind you of 2018 deadlines to submit 2017 data.

By July 1 this year, employers with at least 250 employees must submit information to the ITA website from 2017 Forms 300, 300A and 301. By July 1, establishments with 20 to 249 workers in [specified industries](#) — ones with historically high rates of occupational injuries and illnesses — must enter data from form 300A. In 2019 and beyond, OSHA's deadline for electronic submissions moves up to March 2.

How to submit data electronically

Electronic data submissions involve a five-step process:

1. Launch the ITA application from the [OSHA webpage](#).
2. Create an establishment.
3. Add 300A summary data.
4. Submit data to OSHA.
5. Review OSHA's confirmation email.

The ITA website will offer three options for submitting data securely: enter data manually, upload a CSV file to submit single or multiple establishments at the same time or use an application programming interface to submit data from the employer's automated recordkeeping system. The ITA website also will include reporting requirements, an FAQ section and a link for assistance.

Pinnacol resources

Pinnacol's here to help. As a Pinnacol customer, you can use our [OSHA Report Manager](#). This online tool helps your organization comply with OSHA's electronic

submission requirements and save time in the process. Use the OSHA Report Manager to generate your business's OSHA 300, 300A and 301 logs. And now, to make submissions even easier, the OSHA Report Manager generates data in the OSHA-approved CSV file format. You can access this tool through Pinnacol's policyholder portal or by visiting our [OSHA recordkeeping webpage](#). There you'll find a toolkit to aid compliance, OSHA 300 and 300A logs, and more. We invite you to contact your Pinnacol safety consultant or contact us on our [Safety On Call](#) line at 303.361.4700 or 888.501.4752. Pinnacol stands ready to assist your organization in meeting OSHA's electronic submission requirements.

Here's further [information](#) about the new federal rule from OSHA, as well as [the federal register entry](#).

Trump administration may rescind rule

The Trump administration has taken steps to amend or even rescind OSHA's electronic recordkeeping rule. And on Oct. 10, 2017, OSHA filed an update that it "continues to develop a Notice of Proposed Rulemaking to 'reconsider, revise or remove provisions of the [rule],'" as announced in Pres. Trump's First Regulatory (and Deregulatory) Agenda issued last July.

Pinnacol will monitor these developments and apprise you of any changes. Currently, though, all elements of OSHA's recordkeeping rule remain in effect, and employers should submit injury and illness recordkeeping data to OSHA as required.

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