Your Painless Path to OSHA ITA

Recordkeeping submission process

THE DOWN AND DIRTY
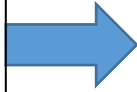
- *Who*:
  - Establishments with 250 or more employees
  - Establishments with 20-249 employees
  - <u>YES state plans must submit now!</u>

- *What*:
  - *Data from 2017 300A*
- *When*: In
  - By July 1, 2018 for 2017 300a info
  - By March 2 for 2018, and every year after, 300a info
- *How*:
  - https://www.osha.gov/injuryreporting/ita/
  - upload a CSV file to process single or multiple establishments at the same time
  - transmit data electronically via an application programming interface (not ready)

Launch ITA

hni

ITA LOGIN

To create a new account

CREATING ACCOUNTS

608-867-5309 Format

we de-risk business.

ITA DASH-BOARD

we de-risk business.

CREATING ESTABLISHMENTS (NEW USERS)

- Establishment is by address

- Only create establishments with greater than 19 employees

ENTER DATA

MANUALLY ADD 300A INFO

- Check yes or no

- If no is selected you are done with this establishment. Click save at the bottom

we de-risk business.

hni

SUBMIT DATA

ITA DASH-BOARD

we de-risk business.

hni

RETURNING USERS

we de-risk business.

MANUALLY ADD 300A INFO

- Check yes or no

- If no is selected you are done with this establishment. Click save at the bottom

we de-risk business.

hni

ITA DASH-BOARD

New users

Returning users

Uploading Documents

we de-risk business.

BATCH UPLOAD

If using Excel