



Electronic Submission of Workplace Injury and Illness Records

Employers in California that have establishments meeting one of the requirements below are required to electronically submit Form 300A data annually for those establishments:

- All establishments with 250 or more employees, unless specifically exempted by [section 14300.2](#) of title 8 of the California Code of Regulations.
- Establishments with 20 to 249 employees in the specific industries listed in Appendix H of Cal/OSHA's [emergency regulations](#).

March 2, 2020, is the deadline for electronically reporting your OSHA Form 300A data for the calendar year 2019. The collection will begin on Jan. 2, 2020.

Q: How do I report this information electronically?⁽¹⁾

A: OSHA has developed an Injury Tracking Application (ITA) for electronically submitting injury/ illness information.

1. [Launch ITA](#) to provide your OSHA Form 300A information.
2. [Create an ITA account](#) or login with your username/email address.
3. [Create an establishment](#).
4. [Add 300A Summary data](#).
5. [Submit an establishment](#).

See federal OSHA's Injury Tracking Application website for information and instructions on electronic submission.

In addition to electronic filing, the **OSHA Form 300 A** log must be **posted** every year by Feb. 1 of the following year, summarizing all injuries from the previous year. The log must be visible from Feb. 1 until April 30.

⁽¹⁾ <https://www.osha.gov/injury-reporting/job-aids/setting-up-ita-acct.pdf>

CompWestInsurance.com
1-888-266-7937

