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Each year, the Occupational Safety and Health Administration (OSHA) requires certain employers to submit information from their OSHA Form 300A electronically. Affected employers must submit their reports using OSHA's Injury Tracking Application (ITA).

Affected establishments include:

? Establishments with 250 or more employees, if they are already required to create and maintain OSHA records; and

? Establishments with between 20 and 249 employees that belong on a highrisk industry.

OSHA or the Bureau of Labor Statistics may require otherwise exempt establishments to submit these reports on a special, case-by-case basis. OSHA will collect information on injuries and illnesses to identify emerging hazards, characterize specific areas of concern, or target inspection and outreach initiatives under OSHA's emphasis program.

### **Establishment Size**

Coverage under the electronic reporting rule applies to establishments, not employers. An employer may have several worksites or establishments. In these situations, some establishments may be affected while others are not.

To determine whether an establishment is affected, employers must determine each establishment's peak employment during the calendar year and must count every individual that worked at that establishment, regardless of whether he or she worked full-time, part-time, or was a temporary or seasonal worker. A firm with more than one establishment may submit establishment-specific data for multiple establishments.

For full artical [click here](#) <sup>[1]</sup>

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