

OSHA Job Aids, Videos & Fact Sheet for New Recordkeeping Rule

Provided by the Loss Control Department of IRMS/ICT

January 2024

OSHA Revised Recordkeeping Rule ITA Assistance

Employers that meet certain size and industry criteria **must provide 2023 injury and illness data** between Jan. 2 and March 2, 2024.

The Occupational Safety & Health Administration (OSHA) has provided the following for employers to assist them with preparing and submitting OSHA Recordkeeping information using the OSHA ITA:

1. [Job Aids \(How-to\) available to support users through the submission process](#)
2. [Recordkeeping and Injury Tracking Application \(ITA\) short instruction videos](#)
3. [OSHA Fact Sheet - Protecting Personally Identifiable Information \(PII\)](#)

IRMS/ICT recommends the following to our members and clients in order to prepare to comply with OSHA's new rule:

1. Continue to keep your OSHA 300 Log and OSHA 301 Incident Reports current throughout the year pursuant to the [OSHA Recordkeeping Standard](#)
2. Make sure you are able to login to the OSHA ITA using [Login.gov](#)
3. If you are unsure if your [Establishment](#)(s) is required to report data to OSHA, you may click on [the ITA Coverage Application](#) and enter the information about your [Establishment](#)(s)
4. Check over your OSHA 300 Log and OSHA 301 Incident Reports at the end of the year to make sure there are no errors

IRMS/ICT is always available to answer any questions and review your OSHA Recordkeeping documents with you.

If you have questions regarding the information in this letter, please contact Mike Benedeck at 630-276-5646 or Deidre Harris at 630-276-5414 and we will be glad to assist you.