

Mandatory OSHA Injury & Illness Reporting

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Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. Some health care and home care companies must electronically submit injury and illness reports to the Occupational Safety & Health Administration (OSHA) annually through OSHA's Injury Tracking Application (ITA). The deadline for submission of the 2024 data is **March 2, 2025**.

It is important to note OSHA has requirements for both recording and reporting work-related injuries and illnesses. A recordable injury or illness includes:

- Any work-related fatality.
- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.
- Any work-related injury or illness requiring medical treatment beyond first aid.
- Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums.
- There are also special recording criteria for work-related cases involving: [needlesticks and sharps injuries](#); [medical removal](#); [hearing loss](#); and [tuberculosis](#).

To determine if your organization must submit a report, please review the ITA submission requirement flowchart below. Note that there may be different and/or additional state-specific reporting differences.

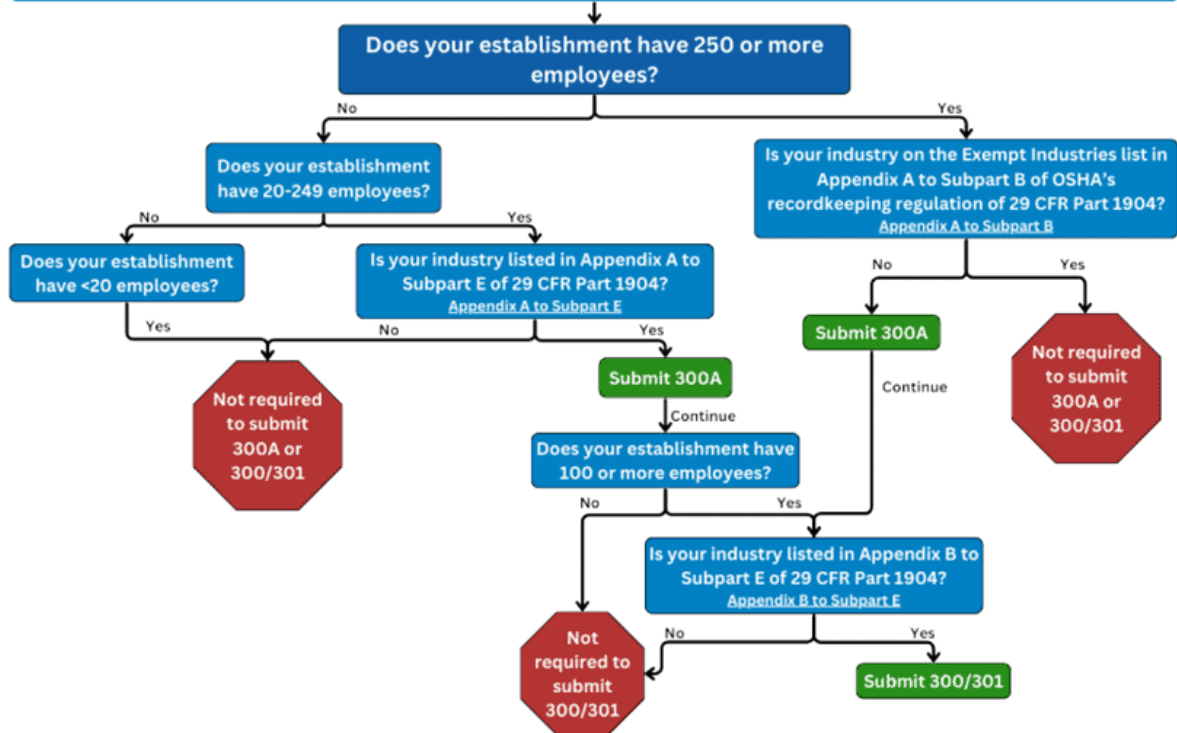
ITA Submission Requirement Flowchart

Injury Tracking Application (ITA) Submission Flowchart

Use the flowchart below to help determine if your establishment is required to electronically submit OSHA Form 300A, 300, or 301 data to OSHA's ITA.

Most State Plans have identical requirements, however Minnesota currently requires additional private sector establishments to submit data, and State and Local government employers in State Plans may also have additional requirements. Contact your [State Plan](#) for further guidance.

NOTE: This flowchart ONLY addresses establishments' requirement to submit data to OSHA electronically through the ITA. It does not address other OSHA recordkeeping requirements. See OSHA's recordkeeping website at www.osha.gov/recordkeeping for information about other recordkeeping requirements at 29 CFR Part 1904.



All employers, including those partially exempted by reason of company size or industry classification, must report to OSHA any workplace incident that results in a fatality, in-patient hospitalization, amputation, or loss of an eye (see § [1904.39](#)).

Additional information about OSHA's recordkeeping and reporting requirements can be found [here](#).