

SAFETY ALERT

No. 02-09

REPORTING EMPLOYEE INJURIES TO OSHA

December 2002

Effective January 1, 2003, the penalty for failure to immediately report a serious injury, illness or fatality to Cal/OSHA increases from \$500 to a range of between \$5,000 - \$25,000.

Cal/OSHA regulations indicate:

*"Every employer shall report immediately by telephone or telegraph to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. Immediately means as soon as practically possible but **not longer than 8 hours** after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident".*

"Serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, or an accident on a public street or highway."

When making such a report, the reporting party is required to include the following information, if available:

- Time, date, description of accident, and nature of the injury.
- Employer's name, address and telephone number.
- Name and job title of person reporting the accident.
- Address of site of accident.
- Name of person to contact at site of accident.
- Name and address of injured employee(s).
- Location where injured employee(s) was moved to.

The reporting party should also report the incident to the OEHS Safety Officer at (213) 743-5086.

DISTRIBUTION: All Schools and Offices