

## **CHAPTER 29**

# **REPORTING WORK CONNECTED SERIOUS INJURIES/FATALITIES**

## **Reporting Work-Connected Fatalities and Serious Injuries**

### I. Purpose

A work-connected fatality and serious injuries reporting program is established as required by the California Code of Regulations, Title 8, Section 342.

### II. Regulation

#### **§342. Reporting Work-Connected Fatalities and Serious Injuries.**

(a) 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 is defined in section 330(h), Title 8, California Administrative Code.

(b) Whenever a state, county, or local fire or police agency is called to an accident involving an employee covered by this part in which a serious injury, or illness, or death occurs, the nearest office of the Division of Occupational Safety and Health shall be notified by telephone immediately by the responding agency.

(c) When making such report, whether by telephone or telegraph, the reporting party shall include the following information, if available:

- (1) Time and date of accident.
- (2) Employer's name, address and telephone number.
- (3) Name and job title, or badge number of person reporting the accident.
- (4) Address of site of accident or event.
- (5) Name of person to contact at site of accident.
- (6) Name and address of injured employee(s).
- (7) Nature of injury.
- (8) Location where injured employee(s) was (were) moved to.
- (9) List and identity of other law enforcement agencies present at the site of accident.
- (10) Description of accident and whether the accident scene or instrumentality has been altered.

(d) The reporting in (a) and (b) above, is in addition to any other reports required by law and may be made by any person authorized by the employers, state, county, or local agencies to make such reports.

### III. Definitions

- A. §330(h) "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, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

### IV. Procedures

- A. Reporting a work-connected fatality and serious injury or illness occurring during normal business hours Monday through Friday, between 8:00 a.m. and 5:00 p.m.: Please call Risk Management at 225-5141. Risk Management will call CAL-OSHA for injuries occurring during normal business hours. If there is any doubt as to whether it is reportable, call Risk Management.
- B. Reporting a work-connected fatality and serious injury or illness occurring after-hours/holidays and weekends:
1. The seriously injured or deceased employee's supervisor or the employee's department designated after-hours manager on duty must notify CAL-OSHA directly at (530) 224-4743. This is a 24-hour phone number, including weekends. Do NOT wait until Monday or after the holiday to call CAL-OSHA.

**Cal/OSHA Redding** (field office)

381 Hemsted Drive,  
Redding 96002  
(530) 224-4743  
fax (530) 224-4747

2. There is a minimum penalty starting at \$5,000 for failing to notify CAL-OSHA within 8 hours of the serious injury or hospitalization, (refer to section III. Definitions). Any penalties assessed against the County as a result of failure to report a serious injury or fatality will be charged, dollar for dollar, back to the injured employee's department.

3. The injured employee's supervisor/manager must also notify Risk Management by leaving a message at 225-5141 immediately after notifying CAL-OSHA of the after-hours serious injury or fatality. If you are unsure if the injury is serious enough to report, or think the injured employee will be hospitalized for more than 24 hours, err on the side of caution and report it to CAL-OSHA at (530) 224-4743.