

Reporting Requirements to Cal/OSHA for a Serious Injury, Illness, or Death of an Employee

General Guidelines

In the event of a serious injury or illness, or death, of a Los Rios CCD employee occurring in the place of employment or in connection with employment, Los Rios CCD is required to report the incident to Cal-OSHA.

Campus/Location Notification

When a serious incident occurs:

- Supervisors, deans, and managers that are aware of an employee involved in a serious injury, illness or death should **immediately** report the incident to the campus VPA/VPI/VPSS (i.e. upper management). (See below for the definition of a serious injury or illness).
- Notification is required during working hours, evenings, weekends, and holidays.
 - If the incident happens during regular working hours, then the VPA or designee will contact Risk Management. Risk Management (568-3048) will determine if reporting to Cal/OSHA is required. If required, Risk Management will make the report to Cal/OSHA.
 - If the incident is after hours (evenings, weekends or holidays), the VPA or designee will report the incident to Cal/OSHA as noted below in the Cal/OSHA Reporting Requirements section. Los Rios Police should contact the Police Captain and they will notify the VPA or designee to ensure all parties are aware of the incident. Police Dispatch (558-2221, ext. 0) has emergency phone numbers for managers. The VPA/designee should follow up with notification to Risk Management.
- Start the incident investigation right away as this information will be needed to make a report to Cal/OSHA. Please take witness statements.

Cal/OSHA Reporting Requirements

- Reports can be made to Cal/OSHA 24 hours a day 7 days a week. The phone number is 916-263-2800.
- Cal/OSHA requires that employer's notify Cal/OSHA of a **fatality** as soon as practically possible, but no longer than **8 hours** after the employer knows.
 - Cal-OSHA will probably show up to the site quickly and the campus should be ready to respond.
- **Serious Injury or Illness is defined as:**
 - Is reasonably expected to be hospitalized in excess of 24 hours (for other than observation);
 - Sustains the loss of any body part; or
 - Incurs a serious permanent disfigurement
 - Note: Report the serious injury or serious illness as soon as practically possible but no longer than **8 hours** after the employer knows.

- Serious injuries or fatalities resulting from a criminal act or an accident on a public street or highway are exempt from reporting to Cal/OSHA.
- Failure to report an incident to Cal/OSHA has a fine up to \$5,000.

Reporting to Cal/OSHA

- When reporting a serious injury, serious illness, or death be prepared to provide:
 - Time and date of incident
 - Employer's name, address, and telephone number
 - Name and job title of reporting person
 - Incident site address
 - Contact person at the site
 - Name, home address, and phone number of the injured employee(s)
 - Nature of the injury
 - Current location of injured employee(s)
 - Names of police/fire agencies responding
 - Description of incident and whether scene has been altered
- When calling Cal/OSHA provide the above information to the person answering the phone or on the voice mail if leaving a message. The information can also be emailed to Cal/OSHA—see link: <http://www.dir.ca.gov/dosh/report-accident-or-injury-EM.html>.
- Document the date and time of the call and if you spoke to a live person record their name. If you sent an email, please keep the email. Send copies of the documentation to Risk Management.