



# REPORTING A SERIOUS INJURY OR ILLNESS TO CAL/OSHA

Every employer shall report immediately by telephone to the nearest District Office of the Division of Occupational Safety & Health any serious injury or illness, or death of an employee occurring in a place of employment or in connection with any employment.

## WHAT QUALIFIES?



### 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 more than 24 hours for other than medical observation, OR** in which an employee suffers **a loss of any member of the body or 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.

## WHEN TO REPORT?



### Immediate 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 serious injury or illness. **Report by phone 24 hours a day, seven days a week.**

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.

### The employer means:

Someone in a management or supervisory capacity.

## WHAT TO REPORT?



- Time and date of accident
- Employer's name, address and telephone number
- Name and job title of person reporting the accident
- Site address of accident/ event
- Name of person to contact at site of accident
- Name and address of injured employee(s)
- Nature of injury
- Location where injured person was moved to
- List and identity of other law enforcement agencies present at the site of accident
- Description of accident and whether the accident scene or instrumentality has been altered

## REPORT TO WHOM?



Report the serious injury, illness or fatality to the nearest Cal/OSHA District Office. Ask for the Officer of the Day.

### Solano and Napa County school districts report to:

American Canyon District Office  
(707) 649-3700

### Yolo County school districts report to:

Sacramento District Office  
(916) 263-2800

If unable to reach someone at your closest district office, call the San Francisco Regional Office at (415) 557-0300.