

SERIOUS WORK-RELATED INJURIES

Employer's Worksheet for Reporting

Cal/OSHA requirements dictate that every employer shall report any work-related serious injury or illness, or death of an employee immediately (**not longer than 8 hours**) after the employer knows of the injury or death. **Serious injuries must be reported to the nearest Cal/OSHA Enforcement office by phone** (*Title 8 CCR §342*). See the reverse side of this form for the definition of Serious Injury or Illness and the locations and numbers for the Cal/OSHA District offices.

NOTE: Do not mail this form to Cal/OSHA. This form is intended to be used by the employer to prepare the information Cal/OSHA will request during the phone call and document the information regarding the call. The Cal/OSHA Enforcement numbers are answered 24 hours.

INCIDENT AND INJURED EMPLOYEE INFORMATION

Date of incident _____ Time of incident _____ AM PM
Month/Day/Year

Address or site of incident _____

Name of injured employee _____

Address of injured employee _____

Phone of injured employee _____ Alt phone for employee _____

Location where injured employee(s) was (were) moved to (address and phone)

Nature of injury (example: death, amputation of left arm, puncture wound to right thigh)

Description of incident and whether the incident scene or instrumentality has been altered

List and identity of any law enforcement agencies present at the site of the incident

EMPLOYER INFORMATION

Employer Name _____ Employer Phone _____

Employer Address _____

Name of person reporting the incident _____

Title or badge number of person reporting the incident _____

Name of employer representative to contact at site of incident _____

continued on reverse



CAL/OSHA REPORTING NOTES

Use this section to document details of reporting the incident to Cal/OSHA

Cal/OSHA office reported to _____ Cal/OSHA office phone _____

Date reported _____ Time reported _____ AM PM
Month/Day/Year

Cal/OSHA representative _____ Title/Badge of OSHA rep _____

Any additional information discussed during the call to Cal/OSHA

CAL/OSHA ENFORCEMENT UNIT DISTRICT OFFICES

District Office	Address	Phone
Concord	1450 Enea Circle, Suite 525, Concord 94520	(925) 602-6517
Foster City	1065 East Hillsdale Blvd., Ste. 110, Foster City 94404	(650) 573-3812
Fremont	39141 Civic Center Dr., Suite 310, Fremont, CA 94538-5818	(510) 794-2521
Fresno	2550 Mariposa Street, Ste. 4000, Fresno 93721	(559) 445-5302
Los Angeles	320 West 4th Street, Ste. 850, Los Angeles 90013	(213) 576-7451
Modesto	1209 Woodrow, Ste. C-4, Modesto 95350	(209) 576-6260
Monrovia	750 Royal Oaks Drive, Ste. 104, Monrovia 91016	(626) 256-7913
Oakland	1515 Clay Street, Ste. 1301, Oakland 94612	(510) 622-2916
Redding (field office)	381 Hemsted Drive, Redding 96002	(530) 224-4743
Sacramento	2424 Arden Way, Ste. 165, Sacramento 95825	(916) 263-2800
San Bernardino	464 W. 4th St., Ste. 332, San Bernardino 92401	(909) 383-4321
San Diego	7575 Metropolitan Drive, Ste. 207, San Diego 92108	(619) 767-2280
San Francisco	121 Spear Street, Ste. 430, San Francisco 94105	(415) 972-8670
Santa Ana	2000 E. McFadden Ave., Ste 122, Santa Ana 92705	(714) 558-4451
Santa Rosa	1221 Farmers Lane, Ste. 300, Santa Rosa 95405	(707) 576-2388
Torrance	680 Knox Street, Ste. 100, Torrance 90502	(310) 516-3734
Van Nuys	6150 Van Nuys Boulevard, Ste. 405, Van Nuys 91401	(818) 901-5403
Ventura (field office)	1000 Hill Road, Ste. 110, Ventura 93003	(805) 654-4581
West Covina	1906 West Garvey Ave So, Ste. 200, West Covina 91790	(626) 472-0046

Definition of Serious Injury

"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. (Title 8 CCR 330(h))

Title 8 CCR §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.

