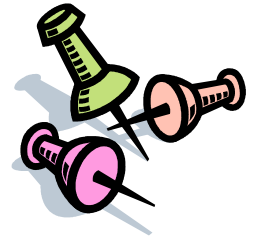




Safety Note

UNIVERSITY OF CALIFORNIA
AGRICULTURE AND NATURAL RESOURCES
ENVIRONMENTAL HEALTH AND SAFETY



Safety Note #76

REPORTING A SERIOUS WORK-RELATED INJURY OR ILLNESS



Any work-related injury or illness that requires care beyond first aid, results in restricted work activities, or causes a loss of time away from work beyond the day of the injury must be reported. For Research & Extension Centers (or programs based at the Davis campus), see UC Davis Workers' Compensation reporting instructions at: http://www.hr.ucdavis.edu/Forms/All/Wc_Desk_Ref. For Cooperative Extension or Statewide Programs, see reporting instructions at <http://groups.ucanr.org/handbook/Injury-Illness/>.

In addition to these standard reporting requirements, California Code of Regulations (CCR) Title 8, Section 342 (a) requires employers to immediately notify by telephone the nearest District Office of the Division of Occupational Safety and Health (DOSH) of any serious injury, illness, or death of an employee occurring in a place of employment or in connection with any employment. Failure to immediately notify the nearest District Office of DOSH may result in a violation and penalty of up to \$5,000.

Immediately is described as follows: As soon as possible, but not longer than eight hours after the employer knows or with due 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 (CCR Title 8, Section 342 [a]).

Serious injury or illness is defined as any injury or illness occurring in a place of 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 road or highway (CCR Title 8, Section 330 [h]).

The employer or authorized representative shall provide the following information when reporting a serious injury or illness or death to the District Office of DOSH:

- Time and date of accident (CCR Title 8, Section 342 [c][1]);
- Employer's name, address, and telephone number (CCR Title 8, Section 342 [c][2]);
- Name and job title, or badge number of person reporting the accident (CCR Title 8, Section 342 [c][3]);
- Address of site of accident or event (CCR Title 8, Section 342 [c][4]);
- Name of person to contact at the site of the accident (CCR Title 8, Section 342 [c][5]);
- Name and address of injured employee(s) (CCR Title 8, Section 342 [c][6]);
- Nature of injury (CCR Title 8, Section 342 [c][7]);
- Location where injured employee(s) was (were) moved to (CCR Title 8, Section 342 [c][8]);
- List and identity of other law enforcement agencies present at the site of the accident (CCR Title 8, Section 342 [c][9]); and
- Description of accident and whether the accident scene or instrumentality has been altered (CCR Title 8, Section 342 [c][10]);

The following reporting procedures shall be used by units within UC Agriculture and Natural Resources:

- Research and Extension Centers shall immediately report serious injuries or illness or death to the Administrative Office who will serve as the authorized representative to contact the District Office of DOSH.
- Cooperative Extension Offices or Statewide Programs shall immediately report serious injuries or illness or death to their respective Regional Office who will serve as the authorized representative to contact the District Office of DOSH. The Regional Office may consult with ANR EH&S as necessary.
- Since time is of the essence in reporting serious injuries or illness, please confirm that a serious injury report to the Administrative Office or Regional Office has been received.

As part of the employer's Injury and Illness Prevention Program (IIPP), all occupational injury or illness shall be investigated and unsafe work practices or conditions that caused the accident shall be corrected in a timely manner (CCR Title 8, Section 3203 [5] and [6]). Documentation of investigation and correction of unsafe conditions should be maintained with the IIPP.