

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. ANR employees (other than those based in Oakland) should report injuries to the Staff Personnel Unit (http://ucanr.org/sites/anrstaff/Administration/Business_Operations/Staff_Personnel/). The Employer's Report of Occupational Injury or Illness form can be accessed from UC Davis Workers' Compensation: <http://safetyervices.ucdavis.edu/ps/rmwc/wcr/employerReport>. See [Safety Note #123](#) for more information about reporting injuries.

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 (CCR Title 8, Section 342 [c][1-10]):

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

Click here to download a form for collecting the information as outlined to the left.

Remember to e-mail the form to baotman@ucanr.edu

A listing of DOSH District Offices is maintained at: <http://www.dir.ca.gov/dosh/DistrictOffices.htm>

When a UC ANR employee suffers a serious injury or illness, contact the [Staff Personnel Unit](#) to initiate a Workers Compensation case. In addition, contact the [Director of Risk & Safety Services](#) who will make a report to DOSH if necessary. Since time is of the essence in reporting serious injuries or illness, ANR managers or supervisors reporting a serious injury should confirm that the [Staff Personnel Unit](#) and the [Director of Risk & Safety Services](#) has been notified.

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.