



Date: October 17, 2001

TO: SIPE Board Members and District Safety Coordinators

FR: Joe Gurican
Manager, Occupational Safety and Health

RE: Reporting of Serious Illness, Injury or Death of an Employee

There have been a number of member districts that have had employees injured seriously enough to require hospitalization. The question arises whether or not to call Cal/OSHA Division of Occupational Safety and Health (DOSH). The following information is provided to assist member districts in this decision-making process:

Report *immediately* by telephone or fax to the nearest Cal/OSHA DOSH Enforcement Unit any serious illness, injury or death of an employee occurring at any member district work site or in connection with their employment.

Immediately means as soon as practically possible, but not longer than eight (8) hours after the member district knows or with diligent inquiry would have known of the death or serious injury or illness. If the member district can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

Serious illness or injury is defined in section 330(h), Title 8, California Administrative Code. The definition states:

"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.

Whenever a state, county, local fire or police agency is called to an accident involving an employee covered by this part in which a serious illness, injury or death occurs, the nearest office of the Division of Occupational Safety and Health shall also be notified immediately by the responding fire or police agency.

The reporting requirement does not cover injury or illness or death because of a penal code violation, or vehicle accidents on highway, except the violation of section 385 which deals with the operation of vehicle/equipment near overhead high voltage lines. For example: An employee working near and coming in contact with power lines.

SIPE recommends that if the member district is in doubt, they should call Cal/OSHA/DOSH Enforcement Unit at (805) 654-4581 for clarification.

If a serious illness, injury or death of an employee happens at your district, immediately contact by phone or fax the Cal/OSHA DOSH Enforcement Unit and utilize the attached **School District Cal/OSHA Reporting of a Serious Illness, Injury or Death of an Employee form** to ensure that all pertinent information is communicated.

**SCHOOL DISTRICT CAL/OSHA REPORTING OF
SERIOUS ILLNESS, INJURIES OR DEATH OF AN EMPLOYEE**

Cal/OSHA Enforcement Unit

Phone: (805) 654-4581

Fax: (805) 654-4852

1. TIME AND DATE OF ACCIDENT: _____

2. THE EMPLOYER'S NAME, ADDRESS AND TELEPHONE NUMBER

NAME	PHONE
ADDRESS	
CITY, ZIP	

3. NAME AND JOB TITLE, OF THE PERSON REPORTING THE ACCIDENT _____
NAME JOB TITLE

4. ADDRESS OF THE SITE, ACCIDENT OR EVENT _____

5. NAME THE PERSON TO CONTACT AT THE SITE OF ACCIDENT _____

6. NAME AND ADDRESS OF THE INJURED EMPLOYEE(S) _____

7. NATURE OF THE INJURY _____

8. LOCATION WHERE INJURED EMPLOYEE(S) WAS (WERE) MOVED TO _____

9. LIST OF ANY OTHER LAW ENFORCEMENT AGENCIES PRESENT AT THE SITE OF THE ACCIDENT _____

10. DESCRIPTION OF ACCIDENT AND WHETHER THE ACCIDENT SCENE OR INSTRUMENTALITY HAS BEEN ALTERED _____

11. THE ABOVE INFORMATION WAS TRANSMITTED TO _____ AT THE CAL/OSHA OFFICE ON
NAME OF EMPLOYEE AT CAL OSHA
_____ AT _____ BY DISTRICT EMPLOYEE _____
DATE TIME OF DAY NAME OF DISTRICT EMPLOYEE

12. COMMENTS MADE BY THE CAL/OSHA OFFICE TO THE REPORTING PARTY _____

**This form is to be used as a reference guide when reporting by phone or faxing information to
CAL/OSHA**