



Cal/OSHA Reporting Requirements

Protect your company by reporting promptly to avoid fines!

When an employee is injured, you have many obligations.

Every employer in the State of California is required to immediately report any serious injury, serious illness, or death of its employee occurring at the place of the employee's employment, or in connection with their employment, to the nearest District Office of the Division of Occupational Safety & Health. Immediately means as soon as practically possible, but no longer than 8 hours after the employer knows (or with diligent inquiry would have known) of the death, serious injury or illness.

When in doubt, report to the nearest Cal/OSHA district office or call 510.286.7000, especially if the employee is sent to a hospital, treated or transported by an EMT or a fire department. These entities may report directly to Cal/OSHA, thus setting your company up for a significant fine for you not reporting an illness or injury within 8 hours.

Examples of work related injuries and illnesses to immediately report:

1. Death
2. Damaged body organs
3. Amputations or near amputations
4. Any serious injury to eyes
5. Serious burns
6. Permanent disfigurement
7. Poisoning requiring hospitalization
8. Paraplegia
9. Hospital stay over 24 hours
10. Heat illness related

Serious injury or illness is defined in section 330(h), Title 8 of the California Code of Regulations:

"... 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."

When making such a report to the nearest District Office of the Division of Occupational Safety & Health, the reporting party shall include the following information, if available:

1. Time & date of the accident
2. A description of the accident
3. The employer's name, address, and telephone number
4. Name and job title of the person reporting the accident
5. Address (site) of the accident
6. The name of the person to contact at the site of the accident
7. The name and address of the injured employee(s)
8. The nature of the injury or injuries
9. The location to where the injured employee was moved or transported
10. A list and identity of law enforcement agencies present at the accident

For documentation purposes, when reporting the accident, be sure to get the report reference number from the person who actually took the accident information. It is also helpful to get the person's name and title. Record the date and time that you called in your report.

Again, reporting of the accident by other parties, such as emergency medical responders, does not relieve the employer of its responsibility to report to Cal/OSHA. And remember that all serious injuries and illnesses must be reported to Cal/OSHA within eight (8) hours of your knowledge of same. *No exception* is the best rule to follow.

To find the nearest Cal/OSHA district office and the corresponding telephone number, use the following link: www.dir.ca.gov/asp/DISHZIPSearch.html

OSHA Citations

Please let PentaRisk know of any possible or actual OSHA citations. Our safety expert, Rich Lawler, can help with the appeal process to maybe reduce fines and penalties. Rich's telephone number is 415.290.0387.

Cal/OSHA 300 and 301 Forms

Also, your company must record on the OSHA 300 and 301 forms, any work related:

- Death
- Amputation, loss of an eye, hospitalization
- Loss of consciousness
- Days away from work
- Restricted work activity or job transfer
- Medical treatment beyond first aid

Contact Greg Roush at 408.418.2736, groush@pentarisk.com, or your PentaRisk broker or account executive for more information on an employer's obligations in reporting to Cal/OSHA. Visit our website at <http://pentarisk.com/>.

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