

**SCOTTS VALLEY FIRE
PROTECTION DISTRICT**



STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2122
	SECTION: Safety: 2100	
	SUBJECT: Cal OSHA Reporting of Serious Employee and Other Industrial Injuries	
DATE APPROVED:	11/17/2009	
APPROVED:	<i>Mulvan P M. Mery</i>	

Purpose

The Scotts Valley Fire Protection District endeavors to have a safe workplace and to assure employee safety. In the event that injuries occur, the District will meet the Cal OSHA mandates for reporting of serious injuries.

Scope

These procedures will be followed by all supervising personnel and incident commanders. The law applies to both internal employee injuries and to response to industrial accidents involving injuries. The Duty Chief will assure compliance.

Excerpt From the Regulations


California Code of Regulations, Title 8, Section 342

§342. REPORTING WORK-CONNECTED FATALITIES AND SERIOUS INJURIES.

a) Every employer shall report immediately by telephone or fax 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.

(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.

SCOTTS VALLEY FIRE PROTECTION DISTRICT			
STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2122	
	SECTION: Safety: 2100		
	SUBJECT: Cal OSHA Reporting of Serious Employee and Other Industrial Injuries		

Procedure

Reporting Directly to a Cal OSHA Office

All serious injuries and deaths involving employees must be reported immediately to the nearest Cal-OSHA office by telephone or in person as soon as practicably possible or within eight (8) hours of having knowledge. The Duty Chief is responsible to assure this occurs.

- Any employee fatality occurring during work hours must be verbally reported to the local OSHA office.
- Any one accident resulting in the hospitalization of an employee for 24 hours or more.
- Hospitalization of an employee for more than 24 hours also includes cases where the employee sustains an injury and is not hospitalized immediately, but is subsequently hospitalized for treatment well after the initial injury. (Example: An employee falls and hurts his back. He/she seeks first aid treatment initially and sees the occupational health provider for the district for follow up. After several months of non surgical intervention, the medical professional determines a need for surgery that will require hospitalization. The report to Cal OSHA must be made regarding the hospitalization of 24 hours or more within 8 hours of the hospitalization.
- Hospitalization means a worker has been admitted for treatment for at least 24 hours and does not include an ER visit, outpatient treatment or admission strictly for observation.
- The requirement for reporting serious injuries and deaths is based on employer knowledge of the time the serious injury occurred, not the date of injury. For example, if a person has a work-related heart attack and dies two months later from complications of the heart attack, you must report the fatality to Cal-OSHA within eight hours from the time of death.

Cal/OSHA Enforcement Unit District Office:

Fremont
 39141 Civic Center Dr.
 Suite 310
 Fremont, CA 94538-5818
 510-794-2521
 FAX 510-794-3889

**SCOTTS VALLEY FIRE
PROTECTION DISTRICT**



STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2122
	SECTION: Safety: 2100	
	SUBJECT: Cal OSHA Reporting of Serious Employee and Other Industrial Injuries	

Each report shall include:

1. Time and date of accident
2. Employer's name, address and phone number
3. Name and job title of person reporting the accident
4. Address of site of accident
5. Name of person to contact at site of accident and phone number
6. Name and address of injured employees
7. Nature of injury(ies)
8. Location where injured employee(s) was (were) moved to
9. List and identity of other law enforcement agencies present at the site of the accident
10. Description of the accident and whether the accident scene or instrumentality has been altered

Appropriate documentation and logging must be done in accordance with standard operating procedures.