

Reporting Serious Injuries, Fatalities & Catastrophic Events

Must be Reported Within 8 Hours

The Occupational Safety and Health Administration (OSHA) requires that serious injuries and fatalities be reported to the nearest OSHA local area office within 8 hours of the incident, or from the time the employer receives notification.

Have a Procedure in Place

Eight hours is a very short amount of time when a serious injury occurs. If you don't have a procedure in place, you may not report the incident in time. Often, the company owner and management are occupied with making sure that the employee and their family are being cared for, investigating the incident, speaking to witnesses, reassuring employees, contacting the insurance company, and taking care of many other issues that arise after a workplace accident.

However, the minimum citation for failing to report an injury to Cal/OSHA under this requirement is \$5,000.

Emergency medical technicians and other medical personnel are required to report incidents that fall under this requirement. If you don't report the incident, and they do, you can be cited.

When an incident is reported, especially a fatality, an OSHA representative may visit your workplace to conduct their own investigation. Remember that they are there to ensure that your employees are working in a safe environment. Be sure to have a process for handling these types of visits including designating a person to accompany the inspector. Your safety program documentation should be easily accessible, in order to provide to the inspector on request.

Federal Requirements

- Report all work-related fatalities within 8 hours of finding out about it.
- For any work-related in-patient hospitalization, amputation, or eye loss employers must report the incident within 24 hours of learning about it.
- Only fatalities occurring within 30 days of the work-related incident must be reported to OSHA.
- Employers do not have to report an event if it resulted from a motor vehicle accident on a public street or occurred on a commercial or public transportation system. Additionally, employers do not have to report an in-patient hospitalization if it was for diagnostic testing or observation only.
- Employers do have to report hospitalizations due to a heart attack, if the heart attack resulted from a work-related incident.

Federal Resources

<https://www.osha.gov/report>

State Requirements

- Not all states follow the federal guidelines for serious injury reporting.

State Resources

<https://www.osha.gov/recordkeeping/2014/state-adoption-table>

icwgroup.com