



LOSS CONTROL BULLETIN

Loss Control: Activities to Prevent Accidents or Reduce the Cost of Accidents in the Workplace

IMPORTANT NOTICE

You must **REPORT** a fatal or serious injury or illness to an employee to **Cal OSHA** Within 8 hours (or 24 hours if there are exigent circumstances) Failure to Report will result in

A MINIMUM CIVIL PENALTY OF \$5,000.

Employers Must Report On-The-Job Injuries And Illnesses When There Is A:

- Fatal injury to an employee
- Serious injury or illness to employee

A serious injury or illness is defined as:

- Loss of a member of the body (e.g., amputation)
- Serious degree of permanent disfigurement (e.g., crushing or severe burn type injuries)
- In-patient hospitalization in excess of 24 for other than observation

If a fatal or serious injury or illness to an employee occurs, the employer must report by telephone or fax to the nearest district office of the Division (refer to Cal/OSHA poster) not longer than 8 hours after the employer knows or with diligent inquiry would have known of the incident. 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.

Information Required To Be Reported To The Division:

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

You can find the local CA OSHA office listed on the Cal OSHA Poster, <http://www.dir.ca.gov/dosh/DistrictOffices> or go to the CompWest web page at www.compwestinsurance.com and select Industry Info

This Report Is In Addition To Filing a Workers' Compensation Claim

**To report a claim:
Call (888) 709-3651 or Fax (800) 280-3782**

A Safety Service of CompWest Insurance Company
www.compwestinsurance.com