

MANDATORY REPORTING OF SERIOUS INJURY, ILLNESS, OR DEATH

Section 342(a), Title 8, California Code of Regulations (T8CCR) requires employers to report immediately by telephone, **619-767-2280** or fax, **619-767-2299** to the nearest Cal/OSHA enforcement unit district office 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. Reporting delays can result in Cal/OSHA fines to your department. 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.

Serious injury or illness is defined in section 330(h), T8CCR as 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.

Important information for staff When an injury occurs in the workplace we need to ensure that the employee receives prompt medical assistance & that Risk Management Department is notified AS SOON AS POSSIBLE. Managers, Supervisors & Lead men need to immediately follow up with the injured employee and/or the medical facility to get information on the nature of the injury and determine whether or not it fits the definition of a serious injury. During normal working hours Risk Management will assist you in obtaining information and reporting to Cal/OSHA, Risk Management can be reached at 858-627-7345 or via fax at (858) 627-7353. If you have employees that work in the evenings or on weekends you need to make sure that they are aware of these requirements and that they know who to contact when there is an injury. Night shift Custodians should notify their BSS or POS, if they are unavailable contact the Duty COS via pager.

Supervisors are required to:

1. Investigate every work related injury or illness immediately upon occurrence.

2. Print, complete, and immediately fax the Supervisor's Report of Injury/Illness (Form 78) to the Risk Management Department at (858) 627-7353; do not wait for a principal/department head's signature.
3. After faxing, give the form to the principal/department head for review and signature.
4. Forward the original Form 78 to the Risk Management Department, retaining a copy for site records.

Employees with questions regarding **an existing** workers' compensation claim may call York Insurance Services Group, Inc. at (866) 548-2701. **For general questions regarding the workers' compensation process, contact Risk Management at (858) 627-7345.**