



# CAL/OSHA REPORTING REQUIREMENTS for SERIOUS ON-THE-JOB INJURIES AND ILLNESSES

Prepared by Chief Executive Office, Risk Management Branch  
Loss Control and Prevention Section  
3333 Wilshire Blvd., Suite 1000, Los Angeles, CA 90010  
Call (213) 738-2269 for additional information

---

Effective January 30, 2003 the minimum civil penalty has been increased to \$5,000.00 for failure to report a fatality or serious injury or illness to the Division as required by Section 342 of Title 8 of the California Code of Regulations. Only the amount of the penalty has been changed, not the reporting requirements. For your information the following is a summary of the reporting requirements:

Incidents requiring reporting to the Division within 8 hours:

- 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); or

***For clarification: "Amputation" can be as small as the tip of a finger exposing the bone and does not have to involve the loss of a joint.***

- Serious degree of permanent disfigurement (e.g., crushing or severe burn type injuries); or

***For clarification: "Serious degree" and "permanent disfigurement" are open to the interpretation of the inspector and should be discussed with CAO Loss Control and Prevention staff for consensus determination.***

- In-patient hospitalization in excess of 24 hours for other than medical observation.

Employers are not required to report any injury or illness or death caused by an accident on a public street or highway, or by the commission of a Penal Code violation, except a violation of section 385 of the Penal Code.

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 (were) moved to.
9. List and identity of any law enforcement agencies present at the site of accident.
10. Description of accident and whether the accident scene or instrumentality has been altered.

For more information go to: <http://www.dir.ca.gov/title8/342.html>