



Approved by Joe Sbranti
City Manager

Reporting Work-Related Employee Fatalities and Serious Injuries

Purpose:

To establish a work-related fatality and serious injuries reporting program as required by the California Code of Regulations, Title 8, Section 342.

Policy:

The City of Pittsburg, in accordance with state law, will immediately notify Cal/OSHA by phone of any employee work-related serious injury, serious illness or death. Cal/OSHA defines "immediately" to be as soon as practically possible but not longer than eight (8) hours after the employer knows, or with diligent inquiry would have known, of the incident. ***(Serious injuries or fatalities resulting from a criminal act or an accident on a public street or highway are exempt from reporting to Cal/OSHA.)***

A serious injury or illness is defined as that which (1) results in death, (2) requires hospitalization for more than 24 hours for other than medical observation, (3) involves the "loss of any member of the body", or (4) results in permanent disfigurement. (Title 8, California Code of Regulations, sec. 342a.)

Responsibilities:

City departments shall report serious injuries, serious illnesses, and fatalities by phone to the Human Resources Department at (925) 252-4878, within two (2) hours of the time the department becomes aware of an incident. Human Resources will provide assistance and guidance to department in their response to a serious injury/ illness or fatality. If the department is unable to contact someone from Human Resources, the department head or his/her designee shall immediately notify Cal/OSHA.

To report a serious injury, serious illness, or death **Cal/OSHA's 24-hour reporting number is (707) 649-3700**. Be prepared to provide the following information:

1. Time and date of accident
2. Department's address and phone number
3. Name and job title of reporting person
4. Incident site address
5. Contact person at the site
6. Name and address of injured
7. Nature of injury
8. Current location of injured
9. Names of police and fire agencies responding
10. Description of accident and whether the scene has been altered

City Manager's Office

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If a work-related fatality, serious injury or illness occurs after-hours (holidays or weekends), the seriously injured or deceased employee's supervisor or the employee's department designated after-hours manager on duty must notify CAL-OSHA directly at **(707) 649-3700**. This is a 24-hour phone number, including weekends. **Do NOT wait until Monday or after the holiday to call CAL-OSHA.**

American Canyon District Office
3419 Broadway Street, Suite H8
American Canyon, CA 94503
(707) 649-3700
(707) 649-3712 (Fax)
DIRDOSHAmericanCanyon@dir.ca.gov

There is a minimum penalty starting at \$5,000 for failing to notify CAL-OSHA within eight (8) hours of the serious injury or hospitalization, (refer to section III. Definitions). Any penalties assessed against the City as a result of failure to report a serious injury or fatality will be charged, dollar for dollar, back to the injured employee's department.