



## **CAL/OSHA Guidelines for Reporting Serious Injuries**

Cal/OSHA has strict guidelines for reporting serious injuries and fatalities in the workplace. Failure to comply can result in severe penalties and fines. To make it easy for you, here are the requirements in a nutshell:

A serious injury or illness must be reported no later than 8 hours after the employer knows. Failure to comply with OSHA standards and regulations can result in fines ranging from \$7,000 to \$70,000.

### **What is a Serious Injury?**

“Serious injury or illness” means 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.

*Section 330(h), Title 8, California Administrative Code*

*Continued...*



## How do I Report a Serious Injury?

**1. Call your nearest CAL/OSHA Office within 8 hours.** Office listings are located at the end of this document.

**2. Whenever a fire or police agency is called** the responding agency will notify the nearest OSHA office.

**3. What information you need** to report to CAL/OSHA:

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

**4. The reporting is in addition to any other reports required by law** and may be made by any person authorized by the employers, state, county, or local agencies to make such reports.

*For complete information, visit: <http://www.dir.ca.gov/title8/342.html>*



## **Nearest CAL/OSHA Offices in Southern California:**

### **Los Angeles**

320 West 4th Street, Ste. 850  
Los Angeles 90013  
Phone (213) 576-7451  
Fax (213) 576-7461

*Serving: Culver City, El Segundo, Gardena, Hawthorne, Hermosa Beach, Hollywood, Lawndale, Los Angeles, Manhattan Beach, Pacific Palisades, Santa Monica, Universal City, West Hollywood, West Los Angeles, Westchester*

### **Santa Ana**

2000 E. McFadden Ave, Suite 122  
Santa Ana, CA 92705  
Phone (714) 558-4451

*Serving: Aliso Viejo, Anaheim, Brea, Buena Park, Costa Mesa, Cypress, Dana Point, Fountain Valley, Fullerton, Garden Grove, Huntington Beach, Irvine, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, La Habra, Lake Forest La Palma, Los Alamitos, Mission Viejo, Newport Beach, Orange, Placentia, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Santa Ana, Seal Beach, Stanton, Tustin, Villa Park, Westminster, Yorba Linda, Canyon Lake, Murrieta, Norco, Perris, Riverside,*

### **San Bernardino**

464 W. 4th St., Ste. 332  
San Bernardino 92401  
Phone (909) 383-4321  
Fax (909) 383-6789

*Serving: Adelanto, Apple Valley, Banning, Barstow, Beaumont, Big Bear Lake, Blythe, Calimesa, Cathedral City, Chino, Chino Hills, Coachella, Colton, Corona, Crestline, Desert Hot Springs, Fontana, Grand Terrace, Hemet, Hesperia, Highland, Indian Wells, Indio, Joshua Tree, La Quinta, Lake Arrowhead, Lake Elsinore, Leedles, Loma Linda, Lucerne Valley, Moreno Valley, Needles, Ontario, Palm Desert, Palm Springs, Rancho Cucamonga, Rancho Mirage, Redlands, Rialto, Riverside, Running Springs, San Bernardino, San Jacinto, Temecula, Twentynine Palms, Upland, Victorville, Wrightwood, Yermo, Yucaipa, Yucca Valley*



## **Nearest CAL/OSHA Offices in Southern California, continued...**

### **San Diego**

7575 Metropolitan Drive, Ste. 207  
San Diego 92108  
Phone (619) 767-2280  
Fax (619) 767-2299

*Serving: Alpine, Brawley, Calexico, Calipatria, Carlsbad, Chula Vista, Coronado, Del Mar, El Cajon, El Centro, Encinitas, Escondido, Holtville, Imperial, Imperial Beach, La Mesa, Lemon Grove, National City, Oceanside, Poway, San Diego, San Marcos, Santee, Solana Beach, Vista, Westmorland*

### **Torrance**

680 Knox Street, Ste. 100  
Torrance 90502  
Phone (310) 516-3734  
Fax (310) 516-4253

*Serving: Artesia, Avalon, Carson, Cerritos, Hawaiian Gardens, Lakewood, Lomita, Long Beach, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, San Pedro, Signal Hill, Terminal Island, Torrance, Torrance, Wilmington*

### **Van Nuys**

6150 Van Nuys Boulevard, Ste. 405  
Van Nuys 91401  
Phone (818) 901-5403  
Fax (818) 901-5578

*Serving: Acton, Agoura, Agoura Hills, Agua Dulce, Bakersfield, Burbank, Calabasas, Chatsworth, Granada Hills, Hidden Hills, Lancaster, Malibu, Maricopa, Newhall, Northridge, Pacoima, Palmdale, Panorama City, San Fernando, Santa Clarita, Saugus, Sherman Oaks, Studio City, Sun Valley, Sunland, Sylmar, Taft, Tarzana, Toluca Lake, Topanga, Tujunga, Universal City, Verdugo City, Wasco, Westlake Village, Woodland Hills*



**Nearest CAL/OSHA Offices in Southern California, continued...**

**West Covina**

1906 West Garvey Ave So, Ste. 200

West Covina 91790

Phone (626) 472-0046

Fax (626) 472-7708

*Serving: Alhambra, Arcadia, Azusa, Balwin Park, Bradbury, City of Industry, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendale, Glendora, Hacienda Heights, La Mirada, La Puente, La Verne, Long Beach, Montclair, Monterrey Park, Pasadena, Phillips Ranch, Pomona, Rosemead, San Dimas, San Gabriel, San Marino, Sierra Madre, South El Monte, South Pasadena, Temple City, Walnut, West Covina, Whittier*

**Southern California Regional CAL/OSHA Office:**

(714) 558-4451

2000 E. McFadden, Santa Ana, CA 92705