



**Cal/OSHA Reporting Requirements for School Districts:**

**1. Reporting Serious Work-Related Injuries and Illnesses:**

All employers in the state must report all work-related injuries/illnesses that:

- 1.) Result in death
- 2.) Require inpatient hospitalization for more than 24 hours for *other than medical observation*
- 3.) Involve the loss of a body part or a serious degree of permanent disfigurement

Work-related injuries and illnesses that meet the above criteria are to be reported to the nearest Cal/OSHA Enforcement Unit District Office **no more than eight hours after the employer learns of the incident, even at night, on weekends, or on holidays.**

**Contra Costa County employers are to call the Cal OSHA District Office in American Canyon at: 707-649-3700**

Employers that do not report a serious injury or illness to their Cal/OSHA Enforcement Unit District Office within the required time frame can face a \$5,000 penalty on top of any other penalties assessed after a post-accident workplace investigation.

**Best Practice:** Site administrators notify their District Human Resources Department as soon after a work-related injury or illness meeting the above criteria occurs. District Human Resources Department contacts Cal/OSHA Enforcement Unit District Office within 8 hours of the time he/she learns of the serious injury/illness/fatality.

**2. OSHA 300A Annual Summary Logs of Injuries and Illnesses for High Hazard Industries**

Each January, CCCSIG emails each District Health and Safety Coordinator and HR Director their OSHA 300A Summary Log of Injuries and Illnesses occurring in the previous calendar year within those district industries determined by Cal/OSHA to be 'high hazard.' District industries which have been determined to be 'high hazard' include: Transportation, Maintenance and Operations, Grounds, Warehouse and School Police Officer. These reports are to be signed by a highly ranking district executive and posted within each corresponding department between February 1st and April 30th of each year. After April 30th, they are to be kept on file for five years.