



## Cal/OSHA Reporting Requirements for School Districts

### **Reporting Serious Work-Related Injuries and Illnesses:**

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

- Result in death
- Require inpatient hospitalization for more than 24 hours for *other than medical observation*
- Involve the loss of a body part or a serious degree of permanent disfiguration

Work-related injuries and illnesses that meet the above criteria are to be reported to the nearest Cal/OSHA Enforcement Unit District Office in the required timeframe, even at night, on weekends or holidays.

**Contra Costa County employers 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 District Office within the required timeframe can face a \$5,000 penalty on top of any other penalties assessed after a post-accident workplace investigation.

**District's Best Practice:** Site Administrators notify their District Human Resources Department as soon as possible after a work-related injury or illness meets, or potentially meets, the above criteria. 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.

### **Each report to Cal/OSHA shall include:**

1. Time and date of accident
2. Employer's name, address and phone number
3. Name and job title of person reporting the incident
4. Address of site of incident
5. Name of person to contact at site of incident and phone number
6. Name and address of injured employee(s)
7. Nature of injury(ies)
8. Location where injured employee(s) was (were) moved to
9. List and identity of other law enforcement agencies present at the site of the incident
10. Description of the incident and whether the incident scene or instrumentality has been altered

### **OSHA 300A Annual Summary Logs of Injuries and Illnesses for High Hazard Industries:**

Each January, CCCSIG emails each District Health & Safety Coordinator and Human Resources Director their Cal/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", which 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 1<sup>st</sup> and April 30<sup>th</sup> of each year. After April 30<sup>th</sup>, they are to be kept on file for five years.