



### Loss Control Bulletin

California employers are required to report immediately to the Division of Occupational Safety and Health (DOSH) any serious injury or illness, or death of an employee<sup>1</sup>. “Immediately” means as soon as practically possible, but within eight (8) hours after the occurrence, unless the employer “can demonstrate exigent circumstances exist”. If the exigent circumstances test can be met, employers may have up to 24 hours to report the injury. This test is subjective and will be validated by DOSH.

“Serious injury or illness” means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

All reports to DOSH must be made by telephone, email, or facsimile to the nearest DOSH office. Failure to comply with this reporting requirement can result in the assessment of a civil penalty of not less than \$5000 against the employer.<sup>2</sup> To find the nearest office go to: <https://www.dir.ca.gov/dosh/report-accident-or-injury.html>

You may also report a work-related injury, illness, or death by email. [caloshaaccidentreport@tel-us.com](mailto:caloshaaccidentreport@tel-us.com)

As required by Title 8 regulations, section 342, you must include the following information, if available, in your email message:

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

The guidelines provided in this bulletin are only intended to provide an overview of some of the more important steps that can be taken by management to establish a safe workplace. The guidelines are not considered exhaustive of all measures and controls that can be implemented by management to address all potential loss or injury producing causes. Ultimately it is the responsibility of management to take the necessary steps to provide for employee and customer safety.