



MEMORANDUM

DATE: December 23, 2019
TO: Department Heads, Personnel Officers, Safety Staff, and Workers' Compensation Coordinators
FROM: Peggy Sugarman
Workers' Compensation Director
SUBJECT: Cal/OSHA Reporting Memorandum

Changes have been adopted by the California Legislature to the laws governing the reporting of "serious injuries" to Cal/OSHA. The legislation (AB 1805, effective 1/1/2020) made changes to the definition of serious injuries and how they are defined. **Failure to report a serious injury to Cal/OSHA within 8 hours of the time of occurrence will result in a \$5000 minimum fine.**

Please make sure that you have procedures in place in order to be compliant:

1. You must notify Cal/OSHA immediately whenever a "serious injury", "serious exposure" or death occurs, either by telephone or email. Reportable incidents are:
 - Deaths
 - Hospitalizations (Note that the 24-hour threshold for reporting has been eliminated. All hospitalizations except for observation or diagnostic testing now require reporting.)
 - Amputations
 - Loss of an eye
 - An injury that can be expected to result in a serious degree of permanent disfigurement
 - An exposure to a hazardous substance in a degree or amount sufficient to create the realistic possibility of death or serious physical harm in the future.
2. Accidents which occur on a public street or highway do not need to be reported unless the accident occurs in a construction zone.
3. All incidents meeting the above criteria that occur in the workplace or arise out of work must be reported. It does not matter if the incident originated from a personal medical condition, if the incident occurs in the workplace it must be reported (example a heart attack at work).

4. For now, report serious injuries, exposures, or death to Cal/OSHA by telephone or email.
 - a. **Telephone Reporting** (preferred by Cal/OSHA): For injuries in the San Francisco area, you may call the Cal/OSHA San Francisco office 415-557-0100. If an injury occurs outside of the SF area, you may use a look-up tool to find the closest Cal/OSHA office by going to: <https://www.dir.ca.gov/dosh/report-accident-or-injury.html>
 - b. **Email Reporting:** caloshaaccidentreport@tel-us.com

In the future Cal/OSHA will also be developing and releasing a web-based system which can be used to report serious injuries.

5. The following information is needed for a complete serious injury report:
 - 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

Because of the short timeframe allowed for reporting a serious injury, even if you do not have all the specified report elements, report the injury immediately. You may complete the missing report elements later.

6. For additional information please see:
 - <https://www.dir.ca.gov/dosh/Serious-injury-FAQ.html>
 - https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1805

If you have questions, please reach out to Peggy Sugarman, Peggy.Sugarman@sfgov.org.