



Work-Related Serious Injury Reporting Policy and Procedures

Revised: April 11, 2024

The City and County of San Francisco (CCSF) is required to comply with the California Department of Industrial Relations, Division of Occupational Safety and Health (Cal/OSHA) reporting regulations for employee injuries. This guidance provides City departments with information on how to appropriately report employee injuries to meet state requirements.

Requirement to Report Work-Related Serious Injury or Fatality in City Workplace or Worksite

A work-related fatality or serious injury must be reported within eight hours¹ to the nearest Cal/OSHA District Office as outlined by Title 8, Section 342(a) of the California Code of Regulations (CCR).

Serious injury reporting is required whenever a City employee or contractor experiences any of the following:

- Death while engaged in work activities for the City at any location;
- Death at a City facility or worksite; or
- A serious injury is defined as a:
 - loss of any significant tissue, bone, or body part;
 - permanent disfigurement; or
 - any hospitalization except for routine observational or diagnostic testing.

Injuries that do not meet the definition of a 'serious injury' as described above should **not** be reported to Cal/OSHA. If you are unclear if the injury meets the serious injury threshold, please reach out to Tyler Nguyen, Citywide Safety Officer at tyler.nguyen@sfgov.org for clarification.

Employer violations for late or non-reporting are subject to a **mandatory minimum \$5,000 penalty per occurrence**, per Title 8, California Code of Regulations (8 CCR) § 336(a)(6), payable by the department of seriously injured employee.

¹ Regardless of whether or not a contractor's direct employer reports the incident, the conditions above must be reported to the nearest Cal/OSHA district office within eight hours of the incident.

How to Report

To report a serious injury or fatality meeting the criteria above to Cal/OSHA, please submit a report by telephone or email:

- **Telephone:** The San Francisco Cal/OSHA District Office can be reported to by phone at (415) 557-0100, 24 hours/day, 7 days per week.
- **Email:** Reporting by email is available by sending an email to caloshaaccidentreport@tel-us.com

What Information is Necessary When Reporting a Death, Serious Injury, or Illness to Cal/OSHA?

The following information should be obtained and reported to Cal/OSHA:

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

A sample form template which can be used as a guide and completed to assist in departmental reporting of serious and fatal injuries to Cal/OSHA is included at the end of this document. Please notify your Department Head, your Department Health & Safety Officer, and the Citywide Safety Officer at the same time as well when submitting the report to Cal/OSHA.

Emergency Responder Reporting of Work-Related Serious Injury or Fatality

State, county, or local fire or police agencies must also report the incident to Cal/OSHA when called to the scene of a work-related fatality or serious injury. The San Francisco Fire Department (SFFD) serves as the emergency responder to report these injuries to Cal/OSHA when a serious injury occurs within San Francisco. SFFD records the notifications in its internal tracking system.

Step-by-Step Procedure in the Event of a Potentially Reportable Death or Serious Injury

Due to the importance of the immediate reporting obligation and its complexity, the following steps guide the investigation and reporting whenever a death or serious injury associated with any City facility or activity occurs:

1. **Immediately Investigate the Incident and Report to Cal/OSHA**

The Department Representative needs to immediately perform an incident investigation and collect all pertinent facts and information (as discussed above) to determine whether the incident meets the definition of a serious injury or illness and whether required reporting information is available. Departments may utilize the **Reporting Work-Related Serious Injuries and Fatalities to City Employees Form** (below) to collect the required information.

2. **Notify Your Department Head, Department Health & Safety Officer, and the Citywide Safety Officer**

Notify Your Department Head, Department Health & Safety Officer, and Citywide Safety Officer Tyler Nguyen confirming that you have notified Cal/OSHA of the work-related serious injury or fatality along with the date and time reported.

3. **Complete Workers' Compensation Report for Injuries and Illnesses**

If the incident involves a City employee and there is knowledge or suspicion that the injury or illness is related to their employment, the Department Representative must also complete the **Employer's Report of Occupational Injury or Illness (Form 5020)** and provide the employee with a **Workers' Compensation Claim Form (DWC- 1)** to complete within 24 hours of knowledge of the incident. If the employee is incapacitated and unable to receive or complete the DWC-1, the Department Representative shall immediately submit the Form 5020 to the Workers' Compensation Division by email at ccsf.workcomp@sfgov.org.



Reporting Work-Related Serious Injuries and Fatalities to City Employees Form

Every work-related serious injury, illness, or fatality to City employees must be reported **no later than eight hours** to the nearest Cal/OSHA (DOSH) District Office. **Do not delay because you do not have all of the information listed below.** A partial report can be made with additional information submitted at a later date.

Call Cal/OSHA San Francisco District Office at **Telephone (415) 557-0100** and state that you need to file a serious injury report. Document the name of person taking report, the date, and time.

For your call, please gather and provide as much of the below information as possible. Alternatively, you may send via email to caloshaaccidentreport@tel-us.com.

Following reporting to Cal/OSHA, please immediately notify your Department Head, your Department Health & Safety Officer, and the Citywide Safety Officer Tyler Nguyen by email at tyler.nguyen@sfgov.org that you have notified Cal/OSHA of the work-related serious injury or fatality.

REQUIRED INFORMATION

Company/Employer	
Name	
Mailing Address	
Telephone Number	
Employee Reporting Incident	
Name	
Job Title	
Telephone Number	
Incident Summary	
Incident Description	
Incident Date & Time	
Incident Address	
Contact Person	

Contact Telephone Number	
Where Was the Injured Employee Taken?	
List Law Enforcement Agencies Responding to Incident	
<i>Note – Secure incident scene until further instructions are received. Do NOT alter scene or move equipment unless it presents a severe safety or health hazard to leave it untouched.</i>	
Has the Incident Scene or Equipment Involved Been Altered?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Explain:
Injured Employee:	
Name	
Date of Birth	
Job Title	
Employee’s Union	
Home Address	
Telephone #	
Description of Injury	
Document Your Filing Here -- Cal/OSHA Representative Taking Report:	
Name	
Date & Time Report Filed	