



# SAFETY ALERT

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No. 20-03

**CAL OSHA REPORTING REQUIREMENTS FOR  
SERIOUS INJURY AND ILLNESS**

**June 2020  
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The California Occupational Safety and Health Administration (Cal OSHA) is responsible for enforcing California laws and regulations pertaining to workplace safety and health and for providing assistance to employers and workers about workplace safety and health issues. The Office of Environmental Health and Safety (OEHS) is providing this Safety Alert to support administrators in complying with Cal OSHA regulations. California law requires employers to notify a local Cal OSHA office within 8 hours of a “serious injury” to an employee. Failure to do so will result in the issuance of a Notice of Violation and monetary penalties.

A serious injury or illness is defined as any injury or illness occurring in a place of employment or in connection with any employment that requires or causes:

- Any hospitalization (regardless of length of time) for other than medical observation or diagnostic testing
- Amputation
- Loss of an eye
- Serious degree of permanent disfigurement
- Death

\*This does not include any injury, illness or death caused by a vehicular accident on a public street or highway, unless the accident occurred in a construction zone.

Anytime emergency medical services are called to an accident or medical incident, and they transport an employee to the hospital, the Site Administrator or designee shall immediately notify the nearest Cal/OSHA office **within 8 hours**. This means that if an incident occurs at 3:00 PM on Friday, it needs to be reported by 11:00 PM the same day. Waiting until Monday will result in a violation.

Before you notify Cal OSHA, please gather as much information as possible. But do not wait to contact them if you do not have all of it. Per [Title 8 of the California Code of Regulations](#), they will ask for the following information:

- Time and date of accident
- Employer's name, address and telephone number
- Name and job title, or badge number of person reporting the accident
- Address of site of accident or event
- Name of person to contact at site of accident

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DISTRIBUTION: Schools and Offices

- Name and address of injured employee(s)
- Nature of injury
- Location where injured employee(s) was (were) moved to
- List and identity of other law enforcement agencies present at the site of accident
- Description of the accident and a current status of the scene

***The Site Administrator or designee must notify by telephone or by using the [Cal OSHA online reporting tool](#) within 8 hours one of the Cal OSHA offices listed below of any serious injuries, hospitalization, illnesses, or deaths and notify OEHS at (213) 241-3199.***

|             |                |
|-------------|----------------|
| Los Angeles | (213) 576-7451 |
| Long Beach  | (424) 450-2630 |
| Van Nuys    | (818) 901-5403 |
| Monrovia    | (626) 239-0369 |

The exact date and time Cal OSHA was notified shall be documented in the Incident System Tracking and Accountability Report (ISTAR).

Failure to report work-related serious injuries within the 8-hour reporting window is a Regulatory Violation that carries a minimum \$5,000 penalty. Each school and Division within LAUSD is responsible for paying the monetary penalty imposed by Cal/OSHA for failure to report an incident timely.

The monetary penalties for repeated Regulatory Violations concerning a reporting requirement are:

- |                              |          |
|------------------------------|----------|
| • 1 <sup>st</sup> occurrence | \$5,000  |
| • 2 <sup>nd</sup> occurrence | \$10,000 |
| • 3 <sup>rd</sup> occurrence | \$20,000 |

Reoccurrences are not necessarily tracked by school or site. In other words, Cal OSHA may assess a fine for a second or third occurrence even if the initial penalty was assessed at another LA Unified site. Additional information of this regulation and fines may be found at <https://www.dir.ca.gov/title8/342.html>.

If you have any questions, please contact us at [OEHSQuestions@lausd.net](mailto:OEHSQuestions@lausd.net), (213) 241-3199 or visit our website at <https://achieve.lausd.net/oehs>.