FATALITIES AND SERIOUS INJURIES

When a fatality or serious injury/illness occurs at work, the supervisor and operating department must take immediate action to assist the employee, secure the site, conduct an investigation and notify the appropriate authorities. It is critical that the supervisor report the injury to the nearest District Office of the California Occupational Safety and Health Administration (Cal/OSHA) within eight hours. For the purposes of Cal/OSHA notifications, a serious injury includes the following:

- Loss of a member of the body such as an amputation.
- Serious degree of permanent disfigurement such as a severe crushing injury or burn.
- In-patient hospitalization in excess of 24 hours for other than observation.

Although each incident is unique and supervisors should exercise good judgment in determining their course of action, the steps below should be taken after the incident (some or all of these steps may also apply to less serious workplace accidents):

1. **Evaluate the scene.** Ensure it is safe to approach the victim. **Do not become a victim yourself.**

2. **Provide appropriate help.** Assess the victim, call 911 and give first aid treatment if appropriate. Do not move victim unless the victim is in danger of additional injury.

3. **Secure the scene.** Prevent further injury by alerting others and tagging off the area. If safe, stabilize the area e.g. shut down power, turn off machines, stop leaks or release of hazardous materials.

4. **Preserve the scene.** If possible, keep the accident scene intact until the accident investigation is completed. If the scene must be disturbed, document and/or photograph the scene as soon as possible. Record conditions as they were before any changes were made to the accident scene.

5. **Conduct an accident investigation.** The immediate supervisor is responsible for performing the accident investigation to identify contributing factors, reduce recurrence, identify deficiencies, communicate commitment to employees, reduce economic losses and comply with the Injury and Illness Prevention Program.

6. **Notify the appropriate authorities.**
   a. **Notify the immediate supervisor.**
      
      If the immediate supervisor is not on the scene, All Safety Bulletins can be downloaded from the Personnel Department, Safety Division website at [http://per.lacity.org/safety/Safety_Bulletins.htm](http://per.lacity.org/safety/Safety_Bulletins.htm)
every effort should be made to notify them immediately.

b. **Call your assigned Safety Professional** or
Department’s Safety Coordinator (If your department has one).

c. **Call the Occupational Safety and Health Division of the Personnel Department.**
Please contact the Safety Administrator at 213-473-7097 or Safety Engineer at 213-473-6981.

d. **Contact Cal/OSHA within 8 hours.** Per Cal/OSHA regulation, T8CCR 342, the immediate supervisor must report by telephone or in person to the nearest Cal/OSHA District no longer than 8 hours (or 24 hours if there are exigent circumstances) after the City of Los Angeles knows or with diligent inquiry would have known of the incident. Talk to a live person. Do not leave a message. Cal/OSHA reporting requirements are specific and must be followed precisely.

Per the State of California Labor Code Section 6409.1(b), any employer who fails to report to Cal/OSHA within the time constraints described above is subject to a minimum civil penalty of $5,000. It is a misdemeanor for any employer, officer, management official or supervisor to fail to report a death to Cal/OSHA or to knowingly induce another to do so.

The supervisor's report to Cal/OSHA must include the following information:

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

To search for the nearest Cal/OSHA District Office by zip code go to:
[www.dir.ca.gov/asp/DoshZipSearch.html](http://www.dir.ca.gov/asp/DoshZipSearch.html)

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<td>Van Nuys, CA 91401</td>
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<td>Santa Ana, CA 92705</td>
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<tr>
<td>(213) 576-7451</td>
<td>(818) 901-5403</td>
<td>(310) 516-3734</td>
<td>(714) 558-4451</td>
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<tr>
<td>Fax (213) 576-7461</td>
<td>Fax (818) 901-5578</td>
<td>Fax (310) 516-4253</td>
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If you have any questions or concerns contact City Safety Engineer, Allan Tan at 213-473-6981.

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