

## Cal/OSHA Notification of Injury, Illness or Death

### 902.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the District to immediately report to Cal/OSHA any death, serious injury or illness connected with the victim's employment (including members of this District ). Immediately shall mean as soon as practicable, but generally no longer than eight hours after the District has knowledge of the injury, illness or death. If exigent circumstances exist, the time frame for the report shall be no longer than 24 hours after the incident (8 CCR 342(a)).

#### 902.1.1 EMPLOYMENT RELATED DEATHS OR INJURIES

Any member of this District who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal/OSHA is notified by telephone with all pertinent information (8 CCR 342(b)).

### 902.2 PROCEDURE

Cal/OSHA requires the following information, if available, be submitted with the notification (8 CCR 342(c)):

- Time and date of the accident, injury, illness or death
- Reporting District 's name, address and telephone number
- Name and job title of the person making the report
- Address of the incident
- Name of the person to contact at the site of the incident
- Name and address of the injured, ill or deceased member
- Nature of the injury or illness
- The location where the injured member was transferred
- The names of any other fire or law enforcement agencies present at the site of the incident, including the names and badge numbers of personnel present
- A description of the accident/incident and whether the accident scene has been altered
- If the accident/incident was caused by an instrument or machinery, whether that instrument or machinery has been altered

During normal business hours, the Duty Chief shall provide the information to the Administration directly when the illness or injury involves a member of this District. After normal business hours, the appropriate Duty Chief shall contact Emergency Command Center to have the Administration notified. In either case, the Administration is responsible for reporting the required information to Cal/OSHA at the 24 hours a day seven days a week contact number maintained by Emergency Command Center.

# Fresno County Fire Protection District

Policy Manual

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For incident-related responses not involving members of the Fresno County Fire Protection District and requiring telephonic notification to Cal/OSHA, the Duty Chief shall be responsible for the notification.