

Campus Safety Procedure
Policy # Safety 37
Severe Injury and Fatality
Reporting Procedure
Supersedes: New
Effective Date: 1-1-2015
Reviewed Date: 11-4-2014

Purpose:

The purpose of this procedure is to insure the proper investigation and timely notification of work related injuries and fatalities in accordance with new reporting requirements that go into effect on January 1, 2015.

Procedure:

Notification:

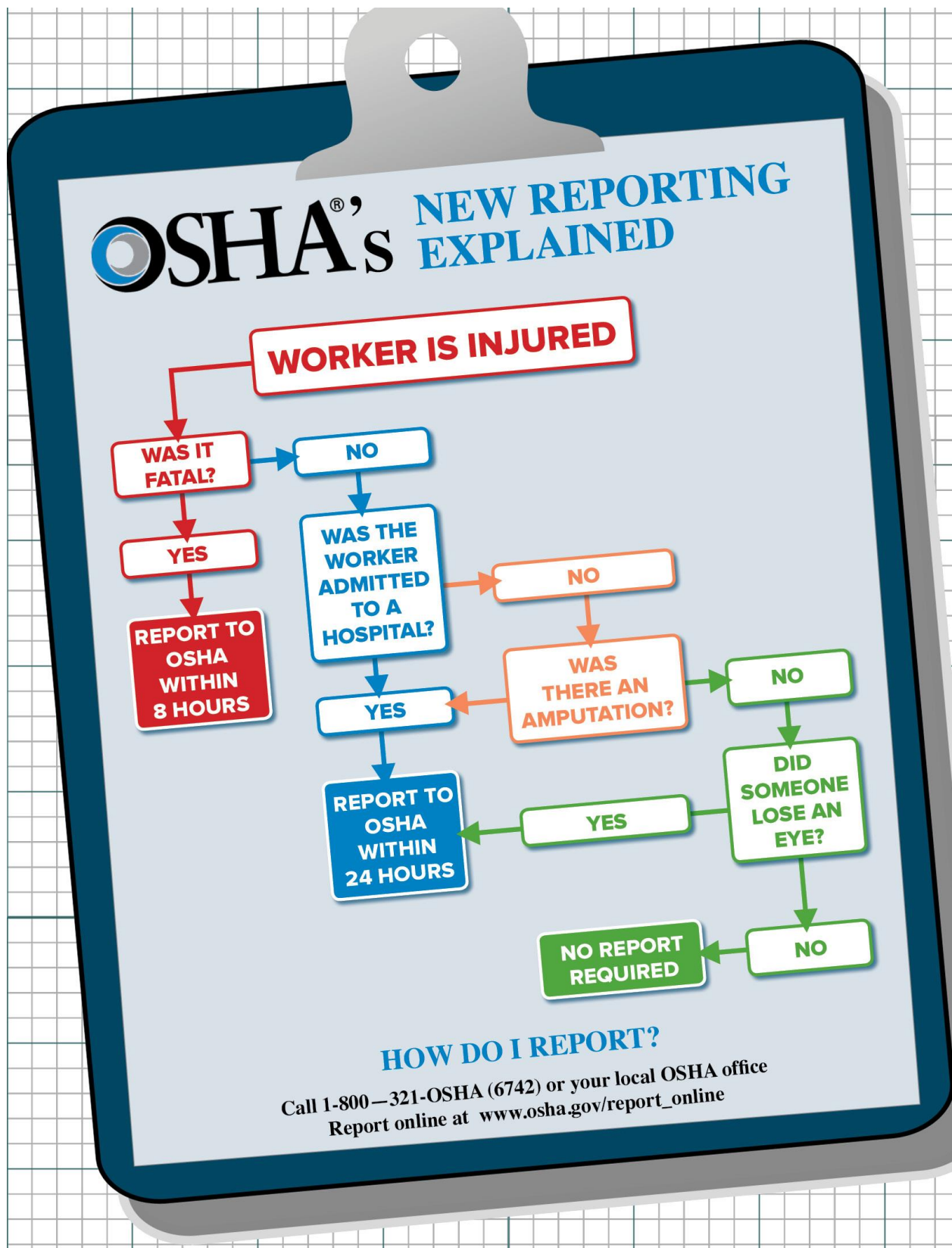
1. Managers and supervisors must immediately contact Security Dispatch whenever there has been a work-related fatalities or a severe work-related injury of an employee. This includes those work-related incidents that may have occurred off campus or while the employee was traveling for work.
2. Security Dispatch will report the information to the Administrator on-call and the Safety Manager.
3. The Safety Manager and Administrator on-call will review the information and determine if it meets the reporting requirements and who will make the report. (Refer to Attachment 1 & 2)

Reporting Requirements:

- Employers must report work-related fatalities within 8 hours of finding out about it.
- For any in-patient hospitalization, amputation, or eye loss employers must report the incident within 24 hours of learning about it.
- Only fatalities occurring within 30 days of the work-related incident must be reported to OSHA. Further, for an inpatient hospitalization, amputation or loss of an eye, then incidents must be reported to OSHA only if they occur within 24 hours of the work-related incident.
- Employers have three options for reporting the event:
 1. By telephone to the nearest OSHA [Area Office](#) during normal business hours.
Omaha Area Office (Covers the entire state of Nebraska)
444 Regency Parkway Drive, Suite 303
Omaha, Nebraska 68114
(402) 553-0171
Toll Free (Nebraska Residents Only): 1-800-642-8963
 2. By telephone to the 24-hour OSHA hotline (1-800-321-OSHA or 1-800-321-6742).
 3. OSHA is developing a new means of reporting events electronically, which will be released soon and accessible on OSHA's website. https://www.osha.gov/report_online/

Reference:

[OSHA Press Release Announcing New Reporting Requirements 9/11/2014](#)
[29 CFR 1904.39 Title: Reporting fatalities and multiple hospitalization incidents to OSHA](#)



Updates to OSHA's Recordkeeping Rule: Reporting Fatalities and Severe Injuries

OSHA's updated recordkeeping rule expands the list of severe injuries that all employers must report to OSHA. Establishments located in states under Federal OSHA jurisdiction must begin to comply with the new requirements on January 1, 2015. Establishments located in states that operate their own safety and health programs should check with their state plan for the implementation date of the new requirements.

What am I required to report under the new rule?

Previously, employers had to report the following to OSHA:

- All work-related fatalities
- Work-related hospitalizations of three or more employees

Starting in 2015, employers will have to report the following to OSHA:

- All work-related fatalities
- All work-related inpatient hospitalizations of one or more employees
- All work-related amputations
- All work-related losses of an eye

Who is covered under the new rule?

All employers under OSHA jurisdiction must report all work-related fatalities, hospitalizations, amputations and losses of an eye to OSHA, even employers who are exempt from routinely keeping OSHA injury and illness records due to company size or industry.

An amputation is defined as the traumatic loss of a limb or other external body part. Amputations include a part, such as a limb or appendage, that has been severed, cut off, amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached.

How soon must I report a fatality or severe injury or illness?

Employers must report work-related fatalities within **8 hours of finding out about them**.

Employers only have to report fatalities that occurred within 30 days of a work-related incident.

For any inpatient hospitalization, amputation, or eye loss **employers must report the incident within 24 hours of learning about it**. Employers only have to report an inpatient hospitalization, amputation or loss of an eye that occurs within 24 hours of a work-related incident.



How do I report an event to OSHA?

Employers have three options for reporting the event:

- By telephone to the [nearest OSHA Area Office during normal business hours](#).
- By telephone to the 24-hour OSHA hotline at 1-800-321-OSHA (6742).
- OSHA is developing a new means of reporting events electronically, which will be available soon at www.osha.gov.

What information do I need to report?

For any fatality that occurs within 30 days of a work-related incident, employers must report the event **within 8 hours of finding out about it**.

For any inpatient hospitalization, amputation, or eye loss that occurs within 24 hours of a work-related incident, employers must report the event within 24 hours of learning about it.

Employers reporting a fatality, inpatient hospitalization, amputation or loss of an eye to OSHA must report the following information:

- Establishment name
- Location of the work-related incident
- Time of the work-related incident
- Type of reportable event (i.e., fatality, inpatient hospitalization, amputation or loss of an eye)
- Number of employees who suffered the event
- Names of the employees who suffered the event
- Contact person and his or her phone number
- Brief description of the work-related incident

Employers do not have to report an event if it:

- Resulted from a motor vehicle accident on a public street or highway. Employers must report the event if it happened in a construction work zone.

- Occurred on a commercial or public transportation system (airplane, subway, bus, ferry, streetcar, light rail, train).
- Occurred more than 30 days after the work-related incident in the case of a fatality or more than 24 hours after the work-related incident in the case of an inpatient hospitalization, amputation, or loss of an eye.

Employers do not have to report an inpatient hospitalization if it was for diagnostic testing or observation only. An inpatient hospitalization is defined as a formal admission to the inpatient service of a hospital or clinic for care or treatment.

Employers do have to report an inpatient hospitalization due to a heart attack, if the heart attack resulted from a work-related incident.

Where can I find more information?

For more information about the updated reporting requirements, visit OSHA's webpage on the revised recordkeeping rule at www.osha.gov/recordkeeping2014.

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.



www.osha.gov (800) 321-OSHA (6742)



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