



# **OSHA'S SEVERE INJURY REPORTING REQUIREMENTS**

June 2022



Loss Control Services  
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## **Severe Injury and Illness Reporting Requirements**

OSHA requires **all** employers (both public and private sector regardless of their size) to report a work-related fatality or severe injury or illness as follows:

- A fatality must be reported within 8 hours.
- An in-patient hospitalization, amputation, or loss of an eye must be reported within 24 hours.

### ***Frequently Asked Questions:***

#### **Who is required to report?**

All employers under OSHA jurisdiction must report these incidents to OSHA, *even employers who are exempt from routinely keeping OSHA records due to company size or industry.*

#### **If the Area Office is closed, may I report the incident by leaving a message on OSHA's answering machine, faxing the Area Office, or sending an e-mail?**

No, if the Area Office is closed, you must report the fatality, in-patient hospitalization, amputation, or loss of an eye using the 800 number (1-800-321-6742). If you leave a voice mail, it must be followed up at the next business day.

#### **How does OSHA define "in-patient hospitalization"?**

OSHA defines in-patient hospitalization as a formal admission to the in-patient service of a hospital or clinic for care or treatment. Treatment in an Emergency Room only is not reportable.

#### **How does OSHA define "amputation"?**

An amputation is the traumatic loss of all or part of a limb or other external body part. This would include fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached. If and when there is a health care professional's diagnosis available, the employer should rely on that diagnosis.

#### **Under what circumstances am I not required to report an incident?**

Employers do not have to report an event if it: Resulted from a motor vehicle accident on a public street or highway (except in a construction work zone); Occurred on a commercial or public transportation system, such as airplane or bus; Involved hospitalization for diagnostic testing or observation only.

#### **What if the fatality, in-patient hospitalization, amputation, or loss of an eye does not occur during or right after the work-related incident?**

If a fatality occurs within 30 days of the work-related incident, or if an in-patient hospitalization, amputation, or loss of an eye occurs within 24 hours of the work-related incident, then you must report the event to OSHA.

**Important note: for employers that fall under OSHA's Healthcare ETS *the reporting requirement for COVID-19 fatalities or in-patient hospitalizations is different.*** Specifically, it does not matter if the fatality or in-patient hospitalization occurred during or right after the work-related incident; there is no time limit regarding the need to report the incident. If you are uncertain whether you need to call OSHA contact Carol Fronczek at [fronczek@wctrust.com](mailto:fronczek@wctrust.com).

## Report the Fatality or Severe Injury

- Call the nearest OSHA Office – see below
- After hours call OSHA 24-hour hotline 1-800-321-6742 (OSHA)

**Be prepared to provide:** Business name; names of employees affected; location and time of the incident, brief description of the incident; contact person and phone number.

### **Connecticut State Plan Office (CONN-OSHA) – Applies to Public Sector Employers**

The Connecticut State Plan office (CONN-OSHA) covers all public sector employees in the state. If you are unsure as to whether you are fall under the public or private sector, contact your assigned Senior Loss Control Consultant or Carol Fronczek at [fronczek@wctrust.com](mailto:fronczek@wctrust.com).

### **Connecticut Occupational Safety and Health Division (CONN-OSHA)**

38 Wolcott Hill Road  
Wethersfield, CT 06109  
(860) 263-6900

### **OSHA Connecticut Area Offices – Applies to Private Sector Employers**

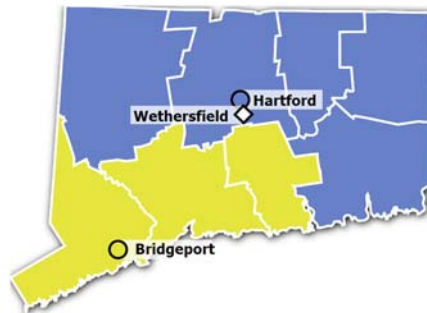
The federal OSHA offices cover all private sector workplaces; federal agencies; the United States Postal Service; and military bases.

#### **Bridgeport Area Office**

915 Lafayette Boulevard, Room 309  
Bridgeport, CT 06604  
(203) 579-5581

#### **Hartford Area Office**

William R. Cotter Federal Building  
135 High Street, Suite 361  
Hartford, CT 06103  
(860) 240-3152



<b>County</b>	<b>OSHA Area Office</b>
Fairfield County	Bridgeport Area Office
Hartford County	Hartford Area Office
Litchfield County	Hartford Area Office
Middlesex County	Bridgeport Area Office
New Haven County	Bridgeport Area Office
New London County	Hartford Area Office
Tolland County	Hartford Area Office
Windham County	Hartford Area Office

## **After the Call to OSHA**

- OSHA will either come to your establishment to investigate the accident, or
- Require you to conduct an accident investigation and provide detailed information regarding the accident,
- You will have 7 calendar days to provide OSHA with the information.

If OSHA does not come on-site to inspect, they will send a Rapid Response Inquiry letter to the person that phones OSHA to inform them of the accident.

The information that OSHA will request includes:

- The accident investigation – OSHA provides a Non-Mandatory Investigative Tool.
- Written, signed documentation of findings from the investigation.
- Written, signed abatement certification documenting action taken to correct hazards related to the incident.
- They will require you to document the findings and send corrective actions to the assigned OSHA Compliance Officer.

Additionally, OSHA will require you to post a copy of the Rapid Response Inquiry letter in a conspicuous place where all affected employees will have notice or near the location where the incident occurred. And email a copy of the signed Certificate of Posting (which they will provide) to the assigned Compliance Officer.

### **Recommendations for documentation:**

- Provide detailed information about the accident including the root cause and any contributing factors
- Provide photos of the location of the accident, if applicable
- Explain to OSHA what you have done to prevent a reoccurrence of a similar accident
- Provide any other information that OSHA has asked for such as OSHA logs or training records
- Provide documentation as necessary and appropriate
- Provide OSHA with a brief description of your operations
- Ensure that Senior Leadership and the highest person in the organization is involved

If OSHA does not come on site immediately, the thoroughness of your response and the severity of the accident or illness will dictate whether OSHA will inspect your organization. OSHA has a Fact Sheet on their inspection process. The link to this FactSheet is:

<https://www.osha.gov/sites/default/files/factsheet-inspections.pdf>.

If you are unsure whether you need to report a severe injury or illness, or if you need assistance with completing the Investigation itself or the form, contact your assigned Senior Loss Control Consultant or Carol Fronczek at [fronczek@wctrust.com](mailto:fronczek@wctrust.com).

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