

Stanford University

Serious Injury/Illness Reporting Procedures

I. Regulatory Background

Per Cal/OSHA regulation, 8 CCR 342 *Reporting Work-Connected Facilities and Serious Injuries*, employers shall report any work-related serious injury or illness, or death to Cal/OSHA as soon as practically possible, but not longer than 8 hours after the incident.

Cal/OSHA defines an injury or illness as “serious” if it:

- *Requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation; or*
- *An employee suffers a loss of any member of the body; or*
- *An employee suffers any serious degree of permanent disfigurement*

II. Stanford Reporting Procedure

In the event of serious injury, illness or death:

- 1) Call the EH&S Emergency Hotline at 725-9999 **immediately**. (During non-business hours, this number will reach a University operator who will collect incident information and contact EH&S.)
- 2) The OH&S Program will take the facts about the incident and the status of the injured employee(s) from the supervisor.
- 3) The OH&S Program will report the incident to Cal/OSHA district office.
- 4) Supervisor completes the requisite forms
(refer to Appendix A or contact Risk Management at 723-7400)
- 5) Supervisor follows up on incident and documents corrective actions (using the SU-17 Incident Investigation Report). EH&S will review all SU-17 forms and contact supervisors as needed for follow up. The goal of incident investigations is to prevent incidents from recurring, not to assign culpability.

Who Calls Cal/OSHA?

- EH&S is the designated University authority to report serious incidents to Cal/OSHA. The EH&S emergency reporting number (5-9999) is monitored 24 hours a day.
- Supervisors and co-workers are **NOT** to contact Cal/OSHA directly to report serious incidents.

What are the Time Limits for Reporting?

- EH&S shall report all serious incidents, injuries, and illnesses to the nearest District Office of Cal/OSHA as soon as practically possible, but **not longer than 8 hours** after the incident.
- Failure to immediately report serious incidents and injuries to EH&S can result in Cal/OSHA citations and fines (note: regulatory violations are to be paid by the operating unit responsible for the citations).

Additional information on incident reporting at Stanford University is available from:

- Appendix A – Stanford University Work-Related Incident/Injury/Illness Reporting Forms
- EH&S (723-0448 or <http://iipp.stanford.edu>)
- Office of Risk Management (723-7400 or <http://www.stanford.edu/dept/Risk-Management/>), or
- Stanford University Administrative Guide:
 - ✓ 25.2 – *Emergency/Accident Procedures*
 - ✓ 25.6 – *Accident and Incident Reporting*

Appendix A - Stanford University Work-Related Incident/Injury/Illness Report Forms

Supervisors are responsible for reporting all work-related incidents, injuries, and illnesses to the Office of Risk Management, by completing the necessary forms. Forms can be obtained online at <http://www.stanford.edu/dept/Risk-Management/>) or by calling Risk Management at 723-7400.

Table 1. Incident/Injury/Exposure Report Forms

Form	When to use	Instructions
SU-17 - Incident Investigation Report	<u>Any incident</u> involving a Stanford University employee, student, visitor, and/or contractor (note: use the SU-17B for non-University employees).	Submit to Risk Management within 24 hours
State Form DWC-1 (Workers compensation)	Provide to employees when they visit a doctor due to a work-related injury/illness.	Complete and provide to employee within 24 hours of incident or report of incident
SU-16 – Workers’ Compensation Lost Workdays Report	Complete for employees when one or more workdays are lost	Submit to Risk Management upon return to work
Cal/OSHA 5020- Employer’s Report of Occupational Injury or Illness	Complete for employees when treatment is required by a physician in a medical facility	Submit to Risk Management as soon as possible, but within 5 days