

# Stanford University

## Serious Accident/Illness Reporting Procedures

### I. Regulatory Background

Per Cal/OSHA regulation, 8 CCR 342 *Reporting Work-Connected Fatalities 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 EH&S at 725-9999 **immediately**.
- 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  
(*see Attachment 1 or contact Risk Management at 723-7400*)
- 5) Supervisor follows up on incident and documents corrective actions. EH&S will review all SU-17 forms and contact supervisors as needed for follow up. The goal of accident investigations is to prevent incidents from recurring, not to assign culpability.

#### ***Regarding: Who Calls Cal/OSHA***

- Supervisors and co-workers are **NOT** to contact Cal/OSHA directly to report serious incidents.
- 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.

#### ***Regarding: Time Limits for Reporting***

- EH&S shall report all serious accidents and injuries to the nearest District Office of Cal/OSHA as soon as practically possible, but **not longer than 8 hours** after the incident.
- Failure to report serious accidents and injuries to EH&S immediately 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 accident reporting at Stanford University is available from:***

- Attachment 1 – Stanford University Accident/Injury/Exposure Reporting Forms
- EH&S (723-0448 or <http://www.stanford.edu/dept/EHS/>)
- 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*

## Attachment 1 - Stanford University Accident/Injury/Exposure Report Forms

Supervisors are responsible for reporting all work-related accidents 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. Accident/Injury/Exposure Report Forms**

Form	When to use	Instructions
SU-17 - Accident/Incident/Exposure Report	<u>Any accident</u> involving a Stanford University employee, student, visitor, and/or contractor.	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 accident/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