



**UCDAVIS**

**VETERINARY MEDICINE**

*Veterinary Medical Teaching Hospital*

Veterinary Medical Teaching Hospital

Policy and Procedure Manual

Reporting Work Related Fatalities and Serious Injuries or Illnesses

Policy #

Supersedes  
None

Date 7/21/15

- I. **POLICY:** The employer is to report any fatality or any serious injury or illness related to employment to Cal/OSHA immediately (as soon as possible) but no later than eight (8) hours. During working hours Occupational Health will provide notification if the employee is seen there. If the injured employee goes to a hospital then the manager should report the incident directly to EHS.

After-hours the supervisor calls the UC Davis Police Dispatch line who will contact an Environmental Health and Safety (EHS) representative. A representative will call back the reporting supervisor for details.

In each circumstance a manager should be informed immediately.

- II. **PURPOSE:** To ensure compliance with Cal/OSHA reporting requirements.

- III. **NON-COMPLIANCE:** Failure to fulfill all reporting requirements may result in a \$5,000 fine being assessed against the VMTH.

**IV. DEFINITIONS:**

Immediately - as soon as practicably possible but no later than eight (8) hours after the employer knows or with diligent inquiry would have known of the death or serious injury illness or injury.

Serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment which:

- a) requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or;
- b) in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement;
- c) loss of a member of the body- includes any loss of bone in a finger, including that which is required to treat a wound;



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- d) does not include any injury or illness or death caused by accident on a public street or highway.

## **V. PROCEDURES:**

### **During Business Hours – Employee goes to Occupational Health**

1. Report incident to manager.
  - a. Manager should inform:
    - i. SVM/VMTH Safety Officer
    - ii. Hospital Administrator
    - iii. Human Resources Manager
2. Safety Officer will ensure incident reported to EHS and Cal/OSHA
3. Supervisor should prepare the following information and send to Safety Officer to complete the incident reporting.

An injury form can be used:

- a. Time/date of accident
- b. Employer's address and contact phone number
- c. Name and job title of person reporting incident
- d. Name of person to contact at site of accident
- e. Name and address of injured employee
- f. Nature of injury
- g. Location where injured employee was moved to
- h. Description of accident
  - i. Comment if the accident scene has been altered (for investigatory purposes)

### **After-Hours – Employee goes to Hospital**

1. Report incident to manager.
  - a. Manager or supervisor should inform:
    - i. SVM/VMTH Safety Officer and
    - ii. Hospital Administrator or
    - iii. Human Resources Manager
2. Contact UC Davis Police Dispatch at 530.752.1230 *immediately* and inform them to contact EHS regarding serious injury/illness/death

- a. Provide call back number for EHS
- 3. Report pertinent information to EH&S representative.
  - a. Document name and time of call
- 4. Supervisor should prepare the following information and send to Manager and Safety Officer to complete the incident reporting. An injury form can be used:
  - a. Time/date of accident
  - b. Employer's address and contact phone number
  - c. Name and job title of person reporting incident
  - d. Name of person to contact at site of accident
  - e. Name and address of injured employee
  - f. Nature of injury
  - g. Location where injured employee was moved to (hospital)
  - h. Description of accident

Comment if the accident scene has been altered (for investigatory purposes)

In the event of a death of the employee Human Resources will inform campus HR/Benefits and Payroll regarding death benefit payments.

VI. **RESPONSIBILITY:** Every supervisor is responsible for reading, understanding, and complying with the terms of this policy.

VII. **HISTORY OF POLICY:** Developed by Human Resources Manager on 7/21/15 and reviewed by management team.