

Accident Reporting to OSHA

6/01/08

Any work-related incident that results in a fatality or the hospitalization of three or more employees, as a result of a single work-related incident, must be reported to OSHA within eight hours from the time the employer learns of its occurrence. The report must be made verbally (via telephone or in person) to the OSHA Area Office nearest to the site of the incident. If you are unable to speak with someone at the Area Office, do not send an email, fax or leave a message on an answering machine at the area office. Call the OSHA toll-free hot line number **800-321-OSHA or 800-321-6742**.

Reportable Heart Attacks - If an employee has a heart attack at work and dies within 30 days of the occurrence, you are required to report the fatality to OSHA. The incident may be investigated by OSHA depending on the circumstances of the heart attack.

Reporting Exceptions

You are not required to report fatalities or multiple hospitalization incidents that:

- ❑ Do not occur within 30 days of the incident;
- ❑ Involves a motor vehicle accident occurring on a public street or highway, and does not occur in a construction work zone. If the incident is work related you still must record it on your 300 log and 301 Incident Report, if you are required to keep them.
- ❑ Involves a commercial airplane, train, subway or bus accident. If the incident is work related you must record it on your 300 log and 301 Incident Report, if you are required to keep them.

Note: These are Federal OSHA requirements. If you are located in a State-Plan State, check to see if your State has more stringent reporting requirements.