



Reporting work-related incidents

OAR 437
Division 1

Reporting work-related incidents

If you're an employer, Oregon OSHA requires you to report work-related injuries or illnesses that cause the loss of an eye, an amputation or avulsion that includes bone or cartilage loss, in-patient hospitalization, catastrophe, or fatality, including fatalities from heart attacks and motor vehicle accidents. Reporting an incident does not assign fault, does not prove the violation of an Oregon OSHA rule, and does not establish an employee's eligibility for workers' compensation or other benefits.

Reports must be made in person or by telephone by calling 800-922-2689 or your nearest Oregon OSHA office:

Bend	541-388-6066
Eugene	541-686-7562
Medford	541-776-6030
Pendleton	541-276-9175
Portland	503-229-5910
Salem	503-378-3274

Report within eight hours

Fatalities and catastrophes: You must report the death of any employee or a catastrophe to Oregon OSHA within eight hours of occurrence or employer knowledge (reported to you or any of your agents). A catastrophe is an incident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility (for example, a clinic) as a result of the same incident. Work-related fatalities include those caused by a motor vehicle accident that happens during the employee's work shift. Fatalities caused by a heart attack at work must also be reported. Report a fatality only if it occurs within 30 days of the incident.



Report within 24 hours

You must report an in-patient hospitalization, loss of an eye, and either an amputation or avulsion that results in bone loss to Oregon OSHA within 24 hours after occurrence or employer knowledge (reported to you or any of your agents). Reporting them is required only if they occur within 24 hours after the incident that caused the hospitalization, loss of an eye, amputation, or avulsion. When loss of an eye, an amputation, or an avulsion involves in-patient hospitalization, you can make a single report.

In-patient hospitalizations: Incidents that require medical treatment in the emergency room and then result in in-patient admission must be reported. In-patient hospitalization is the formal admission to the in-patient service of a hospital or clinic for care or medical treatment (including first aid). Hospitalization for only observation is not reportable, nor is emergency room treatment without in-patient hospitalization.

Amputation, avulsion, loss of an eye: Report the amputation, avulsion, or loss of an eye (even if the body part or eye is re-attached). An amputation is the traumatic loss of a limb or other external body part, including a fingertip. Amputations include loss of a body part due to a traumatic incident, a gunshot wound, or medical amputations due to irreparable traumatic injuries. An avulsion is the tearing away or forcible separation of any body part by trauma. Report an amputation or avulsion only if it includes bone or cartilage loss (for example, external ear).

Oregon
OSHA

A Division of the
Department of Consumer
and Business Services

www.orosha.org

Salem Central Office
350 Winter St. NE, Rm. 430
Salem, OR 97301-3882

Phone: 503-378-3272
Toll-free: 800-922-2689
Fax: 503-947-7461

Temporary employees

The staffing agency and host employer should establish a procedure to ensure that if a temporary worker is injured, both the staffing agency and host employer are informed. The staffing agency or the host employer must report to Oregon OSHA a temporary employee's amputation, avulsion, loss of an eye, hospitalization, catastrophe, or fatality within the same time periods required for other injured employees.

Accident scene

Do not disturb the scene of a fatality or catastrophe until Oregon OSHA investigates the incident, unless a law enforcement officer tells you to do so, or if it's necessary to safely reach victims or to prevent injuries.



What to report

When you call to report an amputation, avulsion, loss of an eye, hospitalization, catastrophe, or fatality, include as much of the following information as possible.

- **Information about your business:** business name, address, type of business, and number of employees
- **Where the accident happened:** street address, city, state, ZIP code.
- **When the accident happened:** date and time.
- **When you knew about the accident:** date and time.
- **A short description of the accident.**
- **Which hospital the worker was taken to (if applicable).**
- **Information about the worker:** worker's name, address, age, occupation.
- **Worker's next of kin:** name, address, and phone number.
- **Other government agencies you notified.**

Related rules:

- [437-001-0704, Reporting Fatalities and Injuries to Oregon OSHA](#)
- [437-001-0053, Preserving Physical Evidence at the Scene of an Accident](#)
- [437-001-0700, Recording Workplace Injuries and Illnesses](#)
- [437-001-0170 Determination of Penalty – Failure to Report an Occupational Fatality, Catastrophe, or Accident.](#)