

# 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 and/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.

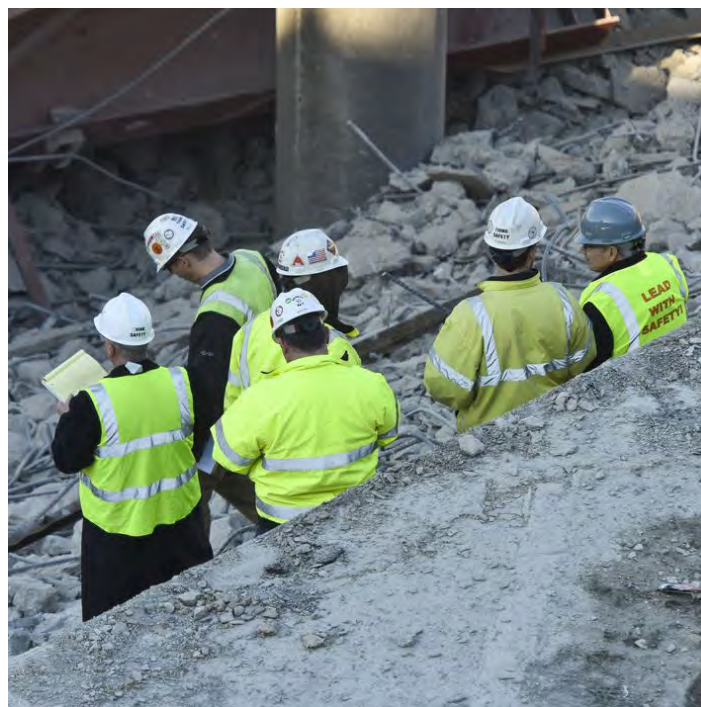
To report, call 800-922-2689 or your nearest Oregon OSHA office:

- 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 and/or cartilage loss to Oregon OSHA within 24 hours after occurrence or employer knowledge (reported to you or any of your agents). 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, if the hospitalization occurs within 24 hours of the incident. 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 that does not include an eye loss, amputation, or avulsion.

**Amputation, avulsion, loss of an eye:** Report the amputation or avulsion that includes bone or cartilage loss, or loss of an eye (even if the body part or eye is reattached). 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 that has occurred within 24 hours of the incident that caused the amputation or avulsion.

Within 30 days of the occurrence, employers must report all point-of-operation injuries incurred by mechanical power press operators or other employees.



## 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, or avulsion that includes bone or cartilage loss, 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 allows you to do so, or if it is necessary to safely reach victims or to prevent further injuries.



Visit Oregon OSHA

## Workers

Your employer cannot retaliate against you for reporting a workplace health or safety concern or violation. For more information about your rights, visit the Oregon OSHA website.

## 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, and 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, and 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](#)
- ☞ [1910.217\(g\), Reports of injuries to employees operating mechanical power presses](#)