



JOBSITE SAFETY TALK

"ON-SITE TRAINING YIELDS A SAFE, PRODUCTIVE WORKFORCE"



21-21

July 26, 2021

WHEN MUST EMPLOYERS NOTIFY OSHA?

All employers are required to notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye.

A fatality must be reported within 8 hours.

An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours.



To Make a Report

- Call the nearest [OSHA office](#). (Cincinnati: (513) 841-4132; Cleveland: (216) 615-4266; Columbus: (614) 469-5582; Toledo: (419) 259-7542.)
- Call the OSHA 24-hour hotline at [1-800-321-6742](tel:1-800-321-6742) (OSHA).
- [Report online](#)



Be prepared to supply: Business name; names of employees affected; location and time of the incident, brief description of the incident; contact person and phone number.

Frequently Asked Questions:



Who is required to report?

All employers under OSHA jurisdiction must report these incidents to OSHA, even employers who are exempt from routinely keeping OSHA records due to company size or industry.

If the Area Office is closed, may I report the incident by leaving a message on OSHA's answering machine, faxing the Area Office, or sending an e-mail?

No, if the Area Office is closed, you must report the fatality, in-patient hospitalization, amputation, or loss of an eye using the 800 number (1-800-321-6742).

How does OSHA define "in-patient hospitalization"?

OSHA defines in-patient hospitalization as a formal admission to the in-patient service of a hospital or clinic for care or treatment. Treatment in an Emergency Room only is not reportable.

How does OSHA define "amputation"?

An amputation is the traumatic loss of all or part of a limb or other external body part. This would include fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached. When there is a health care professional's diagnosis available, the employer should rely on that diagnosis.

What if the fatality, in-patient hospitalization, amputation, or loss of an eye does not occur during or right after the work-related incident?

If a fatality occurs within 30 days of the work-related incident, or if an in-patient hospitalization, amputation, or loss of an eye occurs within 24 hours of the work-related incident, then you must report the event to OSHA.

Under what circumstances am I not required to report an incident?

Employers do not have to report an event if it: Resulted from a motor vehicle accident on a public street or highway (except in a construction work zone); Occurred on a commercial or public transportation system, such as airplane or bus; Involved hospitalization for diagnostic testing or observation only.

Date

Company Name

Project #/Name

Meeting Location

Person Conducting Meeting

Items Discussed:

Problem Areas or Concerns:

Attendees:

Comments: