

In Case of Accident: Don't Forget Reporting Requirements

Terry L. DeForest, AGC Safety and Loss Control Consultant

We try to maintain a safe work environment and ensure that all safety requirements are met, but no matter how much effort we put into it, there is still a possibility that something may happen.

Emotions run high when someone gets hurt, and because everyone is worried about the injured person and their family, reporting requirements are often forgotten. One way of making sure that the required reporting is taken care of is to create a step-by-step procedure for the designated person or persons to follow. Here is a plan of action you can use to help everyone through a difficult time and ensure that reporting requirements are met:

1. Supervisor:
 - a. Secure the scene.
 - b. Contact management as soon as possible with details of the injured and how it happened.

2. Management or the designated person will contact the following with details:
 - a. Insurer
 - b. AGC loss control consultant (for members participating in the AGC/SAIF workers' compensation program)
 - c. OSHA jurisdiction

If you are working under the jurisdiction of federal OSHA or a state plan other than Oregon, for instance Washington (WISHA), you will need to change the contact information in your procedure to show the appropriate agency and phone number(s).

With all the other problems you face during such a traumatic time, it is important that this reporting issue is taken care of. You can report to OR-OSHA by contacting the local field office or by calling 1-800-452-0311 at any hour or day of the week. Remember that reporting serious injuries is not a suggestion, it is a requirement.

OAR 437-001-0170 says that an employer can be assessed a penalty of up to \$7,000 if they fail to report an occupational fatality, catastrophe, or accident as provided in OAR 437-001-0052. In Oregon, an injury which causes the person to remain in the hospital needs to be reported to OR-OSHA within 24 hours. OR-OSHA, federal OSHA, and WISHA (Washington Safety and Health Act) requires a fatality or catastrophe to be reported within eight hours. A catastrophe is when two or more people are injured in the same accident.

I hope you never need these phone numbers or have to use the procedure you put in place, but if the need arises, this will help you during a very stressful time. If you have questions or concerns, please contact your AGC safety and loss control consultant.