



London N. Breed, Mayor  
Philip A. Ginsburg, General Manager

PRIVILEGED AND CONFIDENTIAL

## CAL-OSHA REPORTING CHECKLIST

**DIRECTIONS:** Use this checklist when reporting a fatality or serious injury to Cal-OSHA. A serious injury is defined as : an injury requiring hospitalization for other than medical observation or diagnostic testing; an amputation or loss of an eye; an injury that can be expected to result in a serious degree of permanent disfigurement; or an exposure to a hazardous substance in a degree or amount sufficient to create the realistic possibility of death or serious physical harm in the future. Failure to report a fatality or serious injury to Cal-OSHA may result in fines a minimum of \$5,000. **Submit the completed checklist to EHS for the case file and keep a copy for your records.**

### 1. PREPARE AND RECORD INFORMATION FOR CAL-OSHA

INCIDENT DATE	INCIDENT TIME	ADDRESS/LOCATION OF INCIDENT	
CALLER NAME		JOB TITLE	PHONE
INJURED EMPLOYEE(S) SUPERVISOR (SITE CONTACT) NAME		JOB TITLE	PHONE
INJURED EMPLOYEE(S) NAME		JOB TITLE	PHONE
STREET ADDRESS		CITY	ZIP CODE
NATURE OF INJURY			
LOCATION WHERE EMPLOYEE WAS TAKEN FOR MEDICAL TREATMENT			
LIST AND IDENTIFY (i.e., badge number, engine number) LAW ENFORCEMENT AGENCIES PRESENT			
DESCRIPTION OF ACCIDENT AND WHETHER THE SCENE HAS BEEN ALTERED			

### 2. CALL CAL-OSHA Call and check the box for the number that corresponds to the incident location.

San Francisco (415) 557-0100    Pacifica (Sharp Park) (650) 573-3812    Tuolumne (Camp Mather) (209) 545-7310

### 3. TAKE THE FOLLOWING INFORMATION FROM CAL-OSHA

DATE OF CALL	TIME OF CALL	NAME OF CAL-OSHA REPRESENTATIVE YOU SPOKE TO
CALL NOTES		

Distribution: EHS

McLaren Lodge in Golden Gate Park | 501 Stanyan Street | San Francisco, CA 94117 | PHONE: (415) 831-2700 | WEB: sfrecpark.org