



# OSHA Incident Reporting

All employers under OSHA's jurisdiction are required to report serious injuries or fatalities, but what specifically must you report and under what circumstances?

In order to report an injury or fatality, you may call the 24-hour OSHA hotline at 1-800-321-6742 or your OSHA area office. You can also report online at [www.osha.gov](http://www.osha.gov).

## WHEN TO REPORT

### Fatalities

OSHA requires employers to report if a fatality occurs within 30 days of a workplace incident. Employers must report a fatality within eight hours of learning about it.

### Hospitalization, Amputation or Loss of an Eye

OSHA requires employers to report hospitalizations, amputations or eye loss that occurs within 24 hours of learning about it.

- A hospitalization is formal admission as an in-patient. Emergency room treatment is not reportable.
- An amputation is the loss of all or part of a limb or other external body part.

## WHAT INFORMATION TO GIVE OSHA

When you call OSHA or report online, you must be prepared to report the following required information:

- Company name
- Location of work-related incident
- Time of incident
- Type of event
- Number of employees who suffered
- Name of employees who suffered
- Gender, age, and next of kin of employees
- Contact person and phone number
- A brief description of the incident



## OTHER INFORMATION TO PROVIDE



You may be able to minimize follow-up visits by providing the following information (in addition to what OSHA requires):

- A hazard description and location
- Activities that led up to the incident
- A complete narrative of the event
- Any corrective actions that are already underway