



A  
17-053  
02/15/17

**Reporting Requirements for Cal/OSHA**  
(Re-issue DB 15-096)

State law requires every employer to report by telephone to the nearest Cal/OSHA District Office any serious injury and illness, or death, of an employee occurring in a place of employment or in connection with any employment. This report must be made "as soon as practically possible" and, in all cases, within 8 hours of occurrence.

"Serious injury or illness" means any incident which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

In all such cases, a supervisor shall notify the Medical Liaison Unit. If the notification is between 0800 and 1700 hours, Monday through Friday, the notification shall be made directly to the Medical Liaison Unit at (415) 837-7220 or (415) 837-7223. If the notification is made after business hours or on weekends, then notification shall be made to the Department Operations Center (DOC) (415) 553-1071 and the DOC will contact the Medical Liaison Sergeant. In these instances an incident report shall be prepared detailing in the narrative the person notified at the DOC and the time the notification was made.

The San Francisco District Office of Cal/OSHA can be contacted 24 hours a day at (415) 557-0100.

Members assigned to the Airport Bureau shall notify the San Mateo/Foster City Cal/OSHA Office 24 hours a day at (650) 573-3812.

A handwritten signature in blue ink, which appears to read "William Scott".

WILLIAM SCOTT  
Chief of Police

*Per DB 15-141, both sworn and non-sworn members are required to electronically acknowledge this Department Bulletin in HRMS.*