

# SAFETY NOTICE

## OSHA REPORTING REQUIREMENTS

The federal Occupational Safety and Health Administration (OSHA) recently announced changes to the reporting requirements for work-related fatalities and inpatient hospitalizations. A recent inquiry placed to NJ PEOSHA has indicated they will adopt the same reporting standards, thereby requiring public employers in New Jersey to comply with these new rules.

Effective January 1, 2015, employers must report all work-related fatalities to PEOSHA within eight (8) hours and **ANY** inpatient hospitalization, amputation or loss of an eye within 24 hours. These time frames are from the time the employer learns of the incident. Previously, inpatient hospitalizations did not need to be reported unless three or more employees were injured in the same incident. Now it is any inpatient hospitalization, regardless of the number of people involved.

Employers reporting a fatality, in-patient hospitalization, amputation or loss of an eye to PEOSHA must report the following information:

- Establishment name
- Location of the work-related incident
- Time of the work-related incident
- Type of reportable event (i.e., fatality, in-patient hospitalization, amputation or loss of an eye)
- Number of employees who suffered the event
- Names of the employees who suffered the event
- Contact person and his or her phone number
- Brief description of the work-related incident

You do not have to report any fatality arising from a workplace injury more than 30 days from the incident or an inpatient hospitalization, amputation or loss of an eye if this occurs more than 24 hours from the initial incident. It must still be recorded on your PEOSH 300 Injury & Illness logs. **Inpatient hospitalization** is defined as “a formal admission to the in-patient service of a hospital or clinic for care or treatment”. This does not include admission solely for observation or diagnostic testing, only care and treatment.

An **amputation** is defined as “the traumatic loss of a limb or other external body part. Amputations include a part, such as a limb or appendage, that has been severed, cut off, amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of body parts that have since been reattached. Amputations do not include avulsions (tissue torn away from the body), enucleations (removal of the eyeball), degloving (skin torn away from the underlying tissue), scalpings (removal of the scalp), severed ears, or broken or chipped teeth”.



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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**; employers must report the event if it happened in a construction work zone.
- Occurred on a commercial or public transportation system (airplane, subway, bus, ferry, street car, light rail, train).
- Occurred more than 30 days after the work-related incident in the case of a fatality or more than 24 hours after the work-related incident in the case of an in-patient hospitalization, amputation, or loss of an eye.

Heart attacks must be reported if they are determined to be work-related.

PEOSH maintains a 24 hour toll-free reporting hotline for these reporting requirements:

### **24 Hour Hotline for Reporting Public Employee Work Related In-Patient Hospitalization or Fatality:**

**(800) 624-1644**

Please make a note of this phone number and pass it along to your District Claims Coordinator. You should designate a single point of contact for your district when reporting these incidents to minimize confusion and ensure the proper flow of information between the district and PEOSH. Emails and faxes are not acceptable for initial reporting purposes, as these forms of communication are likely not monitored after hours and on weekends and holidays. **REMEMBER**, a report to the JIF Claims Coordinator does not generate a report to PEOSHA. You must call the above hotline to report the covered incident.

These reporting guidelines are based on the federal OSHA regulations. PEOSHA has not indicated they will modify these requirements at this time. As you may expect, these increased reporting requirements are likely to trigger more accident investigations and safety inspections. It is critical that when a serious incident occurs, gather all pertinent information, injured employee statements, witness statements, photographs, emergency response procedures etc., and secure equipment involved in the incident until it can be inspected.

As always, if you need assistance or have any questions regarding these regulatory changes, please contact the JIF Safety Coordinator at (856)218-8772 or [safetyfirst@comcast.net](mailto:safetyfirst@comcast.net).



**REMEMBER TO CALL IT IN!**



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