

WHAT TO DO IF THERE IS A SERIOUS ACCIDENT

If a serious injury or illness occurs it must be reported, as soon as practically possible but **no longer than 8 hours** after knowledge of accident, to the nearest District Office of the Division of Occupational Safety and Health.

A serious injury or illness is defined as:

- An injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation
- Employee suffers a loss of any member of the body
- Employee suffers any serious degree of permanent disfigurement
- Employee suffers impairment sufficient to cause a part of the body or function of an organ to become permanently and significantly reduced in efficiency on or off the job. Specific examples include second degree or worse burns, crushing injuries, (with or without bone loss), respiratory illnesses, broken bones and repetitive motion injuries.
- Death

Reports must be made by telephone. See the attached list of phone numbers for the District Offices. If you are unsure of whether or not the injury or illness is serious and needs to be reported call EEAP immediately and we can assist you.

Each report shall include the following information, if available:

1. Time and date of accident
2. Employer's name, address and phone number
3. Name and job title of person reporting the accident
4. Address of site of accident
5. Name of person to contact at site of accident and phone number
6. Name and address of injured employee(s)
7. Nature of injury
8. Location where injured employee(s) was (were) moved to
9. List of other law enforcement agencies present at the site of the accident
10. Description of the accident

If you have any questions about this please call EEAP 1-800-734-3574

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| <p>Bakersfield 7718 Meany Avenue Bakersfield 93308 (661) 588-6400 fax (661) 588-6428</p> | <p>Concord 1450 Enea Circle, Suite 525, Concord 94520 (925) 602-6517 fax (925) 676-0227</p> | <p>Foster City 1065 East Hillsdale Blvd., Ste. 110, Foster City 94404 (650) 573-3812 fax (650) 573-3817</p> |
| <p>Fremont/San Jose 39141 Civic Center Dr. Suite 310 Fremont, CA 94538-5818 510-794-2521 fax 510-794-3889</p> | <p>Fresno 2550 Mariposa Street, Ste. 4000, Fresno 93721 (559) 445-5302 fax (559) 445-5786</p> | <p>Los Angeles 320 West 4th Street, Ste. 760, Los Angeles 90013 (213) 576-7451 fax (213) 576-7461</p> |
| <p>Modesto 4206 Technology Dr., Ste. 3 Modesto 95356 (209) 545-7310 fax (209) 545-7313</p> | <p>Oakland 1515 Clay Street, Ste. 1301, Oakland 94612 (510) 622-2916 fax (510) 622-2908</p> | <p>Redding (field office) 381 Hemsted Drive, Redding 96002 (530) 224-4743 fax (530) 224-4747</p> |
| <p>Sacramento 2424 Arden Way, Ste. 165, Sacramento 95825 (916) 263-2800 fax (916) 263-2798</p> | <p>San Bernardino 464 W. 4th St., Ste. 332, San Bernardino 92401 (909) 383-4321 fax (909) 383-6789</p> | <p>San Diego 7575 Metropolitan Drive, Ste. 207, San Diego 92108 (619) 767-2280 fax (619) 767-2299</p> |
| <p>San Francisco 455 Golden Gate 9th Floor, Rm. 9516 San Francisco 94102 (415) 557-0100 fax (415) 557-0123</p> | <p>Santa Ana/Anaheim 2000 E. McFadden Ave., Ste 122, Santa Ana 92705 (714) 558-4451 fax (714) 558-2035</p> | <p>Santa Rosa 1221 Farmers Lane, Ste. 300, Santa Rosa 95405 (707) 576-2388 fax (707) 576-2598</p> |
| <p>Torrance 680 Knox Street, Ste. 100, Torrance 90502 (310) 516-3734 fax (310) 516-4253</p> | <p>Van Nuys 6150 Van Nuys Boulevard, Ste. 405, Van Nuys 91401 (818) 901-5403 fax (818) 901-5578</p> | <p>Ventura (field office) 1000 Hill Road, Ste. 110, Ventura 93003 (805) 654-4581 fax (805) 654-4852</p> |
| <p>West Covina 1906 West Garvey Ave So, Ste. 200, West Covina 91790 (626) 472-0046 fax (626) 472-7708</p> | | |

<http://www.dir.ca.gov/DOSH/DistrictOffices.htm> (If you go to the website and type in your zip code, it will tell you which office to call)