



## Grossmont Union High School District Operational Bulletin

Date: 08/22/2008  
No.: OB-09-15

**Title:** Reporting Serious Work-Related Injuries  
**Issuing Department:** Risk Management  
**Reference:** California Code of Regulations T8 CCR 342

**Routing:**  
Principals  
VPs  
MSFs  
Supervisors  
Nurses

**Summary:**

Any work-related injury or illness that requires care beyond first aid, results in restricted work activities, or causes a loss of time away from work beyond the day of the injury must be reported to the Risk Management Department within 24 hours.

In addition to these standard reporting requirements, California Code of Regulations requires supervisors to **immediately** notify *CalOSHA* if the supervisor knows or with due diligent inquiry should have known of a death, serious injury, or illness of a District employee. Serious injury or illness is defined as any injury or illness occurring at a District facility which requires inpatient hospitalization.

**Immediately** means as soon as possible, but **not longer than eight hours**.

*CalOSHA* San Diego District Office


Telephone 619 764-2280 x222  
Fax 619 764-2299

Leaving a voice mail is acceptable notification for after- hours incidents

Failure to immediately notify may result in a violation and penalty of up to \$5,000.

James Kroviak  
Director of Risk Management

**APPROVED:**



Scott Patterson  
Deputy Superintendent