

# WASHINGTON HOSPITAL SERVICES MONTHLY CLAIM MANAGEMENT TIP

March 2019

## TIMELY REPORTING

### WAC 296-27-031: Reporting fatalities, inpatient hospitalizations, amputations, and losses of an eye as the result of work-related incidents.

You must report to Division of Occupational Safety and Health (DOSH) within eight hours of a work-related incident that results in:

- a. A fatality; or
- b. An inpatient hospitalization of any employee.

If you do not learn about a reportable fatality, inpatient hospitalization, amputation, or loss of an eye at the time it takes place, you must report the incident **whether it is work-related or not** to DOSH within the following time periods after the fatality, inpatient hospitalization, amputation, or loss of an eye is reported to you or any of your agents (employees):

- a. Eight hours for a fatality or an inpatient hospitalization of one or more employees.
- b. Twenty-four hours for an amputation or a loss of an eye that does not require inpatient hospitalization.

You must report the fatality, inpatient hospitalization, amputation, or loss of an eye in the required time frame using one of the following methods:

- a. By telephone to the department's toll-free telephone number, 1-800-4BE-SAFE (1-800-423-7233) or in person to the Labor and Industries' Division of Occupational Safety and Health (DOSH) office located nearest to the site of the incident;
- b. By telephone to the OSHA toll-free telephone number, 1-800-321-OSHA (1-800-321-6742);
- c. To DOSH by any other means.

### Helpful hints:

1. Secure the scene of work-related events that result in the death or inpatient hospitalization of any worker, refer to **WAC 296-800-320**.
2. Do not move equipment involved (i.e., personal protective equipment (PPE), tools, machinery or other equipment), unless it is necessary to remove the victim or prevent further injuries, refer to **WAC 296-800-32010**.

You must provide DOSH with the following information for each incident:

- a. The establishment name;
- b. The location of the work-related incident;
- c. The time and date of the work-related incident;
- d. The type of reportable event (i.e., fatality, inpatient hospitalization, amputation, or loss of an eye);
- e. The number and names of employees involved;
- f. Your contact person and their phone number; and
- g. Brief description of the work-related incident.

