



# DEPARTMENT NOTICE

21-049  
03/23/21

## Reporting Requirements for Cal/OSHA (Re-issue DB 19-040)

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 possible" and, in all cases, within 8 hours of occurrence.

"Serious injury or illness" means any incident which requires any inpatient hospitalization, 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***, who will make the report to Cal/OSHA. 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 **Official Info.** 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.

*William Scott*  
WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*