



# DEPARTMENT NOTICE

25-021

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## Reporting Requirements for Cal/OSHA

(Update to DN 21-049)

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. Notification is not required for any injury or illness or death caused by an accident on a public street or highway.

"Serious injury or illness" means any incident which requires any inpatient hospitalization, or in which an employee suffers a loss of any limb of the body or suffers any serious degree of permanent disfigurement.

In the event of a serious injury/illness or death, a supervisor shall notify the San Francisco District Office of Cal/OSHA at (415) 557-0100. Leaving a voicemail is acceptable. Information should include:

- The injured employee's name, date, location, and time of injury.
- Explain the nature of injury and if the employee went to the hospital (identify hospital).
- Give the OSHA representative your name and tell them they may contact the Medical Liaison unit at [REDACTED] for follow up.

Next, the supervisor shall **send an email** to [REDACTED] to document that Cal/OSHA has been notified within the 8-hour window. The email shall detail the date and time that Cal/OSHA was notified and the name of the Cal/OSHA representative contacted.

Last, an incident report shall be prepared detailing in the narrative when Cal/OSHA was notified. Document the name of the Cal/OSHA representative taking the report or if the information was communicated via voicemail.

Members assigned to the Airport Bureau shall notify the San Mateo/Foster City Cal/OSHA Office 24 hours a day at [REDACTED].

  
WILLIAM SCOTT  
Chief of Police

*Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*