

## Introduction

This document outlines the process for reporting a severe work-related injury or fatality to the Occupational Safety and Health Administration (OSHA).

## OSHA Reportable Injuries and Illnesses

Immediately notify your Production Safety Representative when one of the following occurs.

- Fatality occurs in the workplace
- Work-related in-patient hospitalization (other than observation)
- Amputation
- Loss of an eye

## Notification Process

- UPM is responsible for ensuring Production Safety Representative is notified immediately
- UPM notifies Production Executive via phone
- Production is responsible for notifying the Medic if not on scene
- Production is responsible for notifying the Supervisor of the injured employee if not on scene

Provide the Production Safety Representative with the following information:

1. Time and date of injury/illness.
2. Name, telephone number, date of birth and address of injured employee(s).
3. Name and job title of supervisor and contact information (phone/email).
4. Address of site of injury/illness and name of facility or studio if applicable.
5. Name of person to contact at site of injury/illness.
6. Employer's name (legal business name), address, and telephone number.
7. Nature of injury/illness.
8. How was the employee transported to medical facility. (*e.g. name of ambulance, emergency services*)
9. Details of where injured employee(s) was (were) transported. (*e.g Hospital including address*)
10. List and identify all agencies present at the site of accident, including fire and law enforcement.
11. Description of injury/illness and whether the scene of instrumentality has been altered.

## FAQS

How does OSHA define "in-patient hospitalization"?

OSHA defines in-patient hospitalization as a formal admission to the in-patient service of a hospital or clinic for care or treatment. Treatment in an Emergency Room only is not reportable.

Under what circumstances am I not required to report an incident?

Employers do not have to report an event if it: Resulted from a motor vehicle accident on a public street or highway (except in a construction work zone); Occurred on a commercial or public transportation system, such as airplane or bus; Involved hospitalization for diagnostic testing or observation only.

What if the fatality, in-patient hospitalization, amputation, or loss of an eye does not occur during or right after the work-related incident?

If a fatality occurs within 30 days of the work-related incident, or if an in-patient hospitalization, amputation, or loss of an eye occurs within 24 hours of the work-related incident, then you must report the event to OSHA.

What if an OSHA inspector comes to the Production office or set?

Call your Production Safety Representative immediately, who will liaise with the OSHA inspector and walk the job site. The UPM or Line Producer will be advised on how to communicate with the OSHA inspector in the event a Production Safety Representative is unavailable.