



Reporting Occupational Fatalities and Multiple Hospitalizations to OSHA

Basic Legal Requirements: Within eight hours after the death of any employee from a work-related incident or the in-patient hospitalizations of three or more employees as a result of a work-related incident, the College must verbally report the fatality/multiple hospitalizations by telephone or in person to the Area Office of Occupational Safety and Health at 717-782-3902 during working hours or 800-321-OSHA after hours.

The following information must be provided:

- The establishment name
- The location of the incident
- The time of the incident
- The number of fatalities or hospitalized employees
- The names of the injured employees
- The contact person and phone number
- A brief description of the incident

The following process should also be followed:

- Security should be notified to tape off the area, not leaving anyone in or out of the immediate area nor allowing anyone to change the configuration of materials in the incident space.
- The VP of Administration, Associate VP of Human Resources, Director of College Relations, Director of Marketing & Media Relations, and Manager of Human Resources & Risk Management should be notified immediately to convene in Human Resources.
- Coordinate press statements, notifications of family, and notification of the OSHA area office. (Note: Notification of family should be done by the appropriate senior staff member and Director of Health Services).
- Only the Director of College Relations or Director of Marketing & Media Relations may make statements to the press.
- The Manager of HR & Risk Management, along with the Department Director, will accompany OSHA on any incident investigation. In the event of an OSHA inspection relating to a fatality or multiple hospitalizations incident, the OSHA Compliance Officer should only be permitted to view the area and/or conditions associated with the incident. The walk-around inspection should not include any other areas of campus.
- All conversations will be carefully noted in writing, along with the names of person being interviewed. Parallel photographs will be taken by the College. OSHA has the right to speak to employees. However, managerial employees of the College should be aware that statements that they make to OSHA could be used as admissions against the College.
- Following OSHA's investigation, there will be a closing conference to discuss alleged citations and abatement dates. At the end of the closing conference, the Manager of HR & Risk Management should obtain an understanding from OSHA as to the basis for any alleged citations; OSHA's view of appropriate abatement measures; and the time to be provided for abatement.
- If the College actually receives a citation from OSHA and does not agree with the citation or the abatement dates established, the College will have 15 working days from the date that the citation is received to contest it. During this contest period, an informal conference should be held at the Harrisburg Area OSHA office to discuss the areas of disagreement and attempt to resolve them. Unless a settlement agreement is signed with OSHA prior to the expiration of the 15 working day contest period, a Notice of Contest must be filed or the right to challenge the citation is lost.
- Any citations received must be posted for three working days, or until the alleged violation has been abated, whichever period is longer. Citations will be posted at the site of the alleged incident/violation.