



SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL

FROM: Paul Joseph
Chief of Police

**SUBJECT: REPORTING SERIOUS INJURIES/
FATALITIES TO CAL/OSHA BY
THE ON-CALL CAPTAIN OR
DESIGNEE**

DATE: March 9, 2026

Bulletin # 2026-004

Title 8, Section 342, of the California Code of Regulations requires employers to immediately report all employee fatalities and serious injuries or illnesses to the nearest Cal/OSHA district office.

- **Fatality:** The death of any employee occurring in the place of employment or in connection with any employment.
- **Serious injury or illness:** Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement (section 330(h), Title 8, California Administrative Code).

This procedure is to be followed in addition to the required Workers' Compensation forms and the San Jose Police Department (SJPd) Employee Accident form.

NOTIFICATION PROCESS AND RESPONSIBILITIES

Supervisor's Responsibility – Collection of Incident Information

In the event of a serious injury, illness, or fatality involving a Department employee, the employee's supervisor shall collect the following incident information required by Cal/OSHA and immediately provide it through their chain of command:

1. Time and date of incident or accident
2. Employer's name, address, and telephone number
3. Name and job title, or badge number, of the person reporting the accident
4. Address of accident or event

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5. Name of person to contact at site of accident
6. Name and address of injured employee(s)
7. Nature of the injury or illness
8. Location where injured employee(s) was (were) moved to or taken for medical treatment
9. List and identity of other law enforcement agencies present at the site of the accident
10. Description of accident and whether the accident scene or instrumentality has been altered

Cal/OSHA Notification

The on-call Captain (or designee) is responsible for immediately notifying Cal/OSHA for reportable accidents or events. Cal/OSHA defines “immediately” to mean as soon as practically possible, but no longer than eight (8) hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. Notification for incidents occurring in San Jose will be made to the Cal/OSHA district office in Fremont, the Department Safety Officer, and SJPD Personnel Unit via email at:

Cal/OSHA Fremont District Office: [REDACTED]
Department Safety Officer, [REDACTED]
SJPD Personnel Unit: [REDACTED]

Cal/OSHA Investigations

The Department Safety Officer [REDACTED] (or designee) will be the primary point of contact for any Cal/OSHA investigation involving the SJPD.

[REDACTED]



Paul Joseph
Chief of Police

PJ:KM:SB

Attachment: Reporting Procedures for a Work-Related Incident
Resulting in Serious Injury, Illness, or Death Flow Chart

Attachment:

Reporting procedures for a work- related incident resulting in serious injury, illness, or death to Cal/OSHA

Serious injury or illness: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement (section 330(h), Title 8, California Administrative Code).

Fatality: The death of any employee occurring in the place of employment or in connection with any employment.

Supervisor shall collect the following incident information to be reported to Cal/OSHA and report through Chain of Command as soon as possible:

1. Time and date of incident/accident/event
2. Employer's name, address and telephone number
3. Name and job title, or badge number, of the person reporting the accident
4. Address of accident or event site
5. Name of person to contact at the site of accident or event
6. Name and address of injured employee(s)
7. Nature of injury or illness
8. Location where injured employee(s) was (were) moved to or taken for medical treatment
9. List and identity of other law enforcement agencies present at the site of the accident or event
10. Description of accident/event and whether the accident scene or instrumentality has been altered

Captain on Call shall notify Cal/OSHA via email at [REDACTED] with the above incident information and copy [REDACTED] and [REDACTED]

- [REDACTED] or designee, will notify City Safety Officer of the serious injury, illness, or fatality, along with confirmation Cal/OSHA has been notified.
- [REDACTED] or designee, will be the primary point of contact for any Cal/OSHA investigation following the reporting of work-related accident resulting in a serious injury, illness, or death.