

Reporting of Employee Fatalities and Severe Injuries

Version 1

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| Policy | REG05.20.08 |
| Title | Reporting of Employee Fatalities and Severe Injuries |
| Category | Campus Environment |
| Sub-category | Health, Safety and Welfare |
| Authority | Chancellor |
| History | Adopted 2001; revised 2011, 2013, April 29, 2015. |
| Contact | ECU Office of Environmental Health and Safety: Safety Manager, Safety Specialist, Assistant Director, 252-328-6166, safety@ecu.edu (mailto:safety@ecu.edu). |
| Related Policies | |
| Additional References | NC Investigating and Reporting Program (doc) (https://oehs.ecu.edu/wp-content/pv-uploads/sites/375/2019/03/Reporting-of-Fatality-or-Multiple-Hospitalization-Accidents-1.doc) 29 CFR 1904.39 (https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.39) |

1. Introduction

1.1 East Carolina University (ECU) must report any employee work-related fatality, inpatient hospitalization, amputation, or loss of eye(s) to the North Carolina Department of Labor. Fatalities must be reported within 8 hours. Inpatient hospitalizations, amputations or eye losses must be reported by ECU within 24 hours. In the case of a fatality, ECU shall similarly notify the North Carolina Office of State Human Resources.

2. Responsibilities

2.1 ECU personnel who become aware that an ECU employee has suffered a work-related fatality, inpatient hospitalization, amputation or loss of eye(s) shall immediately notify the ECU Office of Environmental Health and Safety (EH&S) through their supervisor or other established supervisory chain. EH&S will provide official notification to the North Carolina Department of Labor and to the North Carolina Office of State Human Resources as required.

3. Reporting Requirements

3.1 The following information regarding the work-related fatality, in-patient hospitalization, amputation or loss of eye(s) must be reported to EH&S to the extent the information is available:

3.1.1 Location and time of the work-related incident;

3.1.2 The number of employees who suffered a fatality, in-patient hospitalization, amputation or loss of eye(s);

3.1.3 The names of employees who suffered a fatality, in-patient hospitalization, amputation or loss of eye(s); and

3.1.4 A brief description of the work- related incident.

4. Reporting Procedures

4.1 EH&S is to be notified of any work-related fatality, inpatient hospitalization, amputation or loss of eye(s) immediately at 252-328-6166. Weekend, holidays, and after-hours notification should be directed to the ECU Police at 252-328-6150. The ECU Police will contact EH&S staff using the EH&S Emergency call-back list.

4.2 During regular working hours (8 a.m. to 5 p.m.) EH&S will notify the North Carolina Department of Labor at 1-800-625-2267 or 919-779-8560. For weekends, holidays and after-hours, EH&S will notify the State Capital Police at 919-733-3333. For work-related fatalities, EH&S will also notify the Office of State Human Resources at 919-807-4800. The Office of State Human Resources will notify the Governor's Office.

4.3 EH&S will investigate the work-related incident and provide a written report to the North Carolina Department of Labor.

5. Program Review

5.1 This document should be reviewed no less than every three years and when changes in related laws and regulations occur.

East Carolina University

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