

## David Shearer

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**To:** NMSU Campuses, Community Colleges and Research Areas  
**Subject:** Injury Reporting Requirements - Revision effective 1/1/2016

### Background

The OSHA federal regulations under 29 CFR 1904 for reporting workplace injuries were revised, as of January 1, 2015. The implementation date of the new federal requirements in states that operate their own safety and health programs (such as New Mexico) was left for legislative action on the respective state plans. In July 2015, New Mexico incorporated the federal regulations into the NM Administrative Codes on Occupational and Safety in Title 11, Labor and Worker Compensation, Chapter 5, Section 16, (11.5.1.16 NMAC). These NEW reporting requirements became effective for New Mexico on January 1, 2016.

The revision expands the list of severe work-related injuries that employers must report directly to OSHA. The revised rule retained the previous requirement to report all work-related fatalities and added reporting all work-related in-patient hospitalizations, amputations and/or loss of an eye.

### Reporting Procedures

NMSU Environmental Health & Safety (EH&S) is the University's official representative to OSHA, NMED & other regulatory agencies on occupational safety. Per the requirements EH&S must notify the Occupational Health & Safety Bureau, New Mexico Environment Department of:

1. All work-related fatalities within 8 hours.
2. All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours

Immediately following any incident as described above, the affected department manager or facility administrator is to inform EH&S of the issue. At a minimum, EH&S will need the following information:

1. Location of the work-related incident;
2. Time of the incident;
3. Type of reportable event (i.e., fatality, in-patient hospitalization, amputation, or loss of an eye);
4. Affected employee name(s);
5. Name & phone number of the reporter or employee supervisor (for additional information)
6. A brief description of the work-related incident (as known at time of report).

The EH&S office number is 575-646-3327, Fax 575-646-7898. If reporting after business hours, on a weekend or a holiday, please call the NMSU Police 575-646-3311 to report to the EH&S On-Call personnel.

### Notes:

Inpatient hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment (but not for observation or diagnostic testing only).

An amputation is the traumatic loss of a limb or other external body part. Amputations include a part, such as a limb or appendage that has been severed, cut off, amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of body parts that have since been reattached. Amputations do NOT include avulsions (tissue torn away from the body), enucleations (removal of the eyeball), degloving (skin torn away from the underlying tissue), scalplings (removal of the scalp), fingernail and toenail removal, severed ears, or broken or chipped teeth.

NMSU doesn't have to report within these time requirements, if the incident occurred on a commercial or public transportation system; if the fatality or injury is the result of a motor vehicle accident which occurred on a public street or highway (not on a construction site); if the fatality occurred more than 30 days after the work-related

incident; or in the case of an inpatient hospitalization, amputation, or loss of an eye more than 24 hours after the work-related incident. However, the fatality or injury must be recorded on the OSHA injury and illness records. Loss of sight without the physical removal of the eye is not a reportable event under the requirements. However, a case involving loss of sight that results in the in-patient hospitalization of the worker within 24 hours of the work-related incident is reportable.

### **Memo Distribution**

This memo is distributed to:

1. NMSU Main campus: maintenance managers as well as the NMSU Fire Service;
2. NMSU Community Colleges: maintenance managers and administrators;
3. NMSU research facilities, educational centers, and extension offices: managers

This NEW reporting is an added requirement for severe injuries and is separate from the Supervisors accident investigation record that is still required for each employee injury.

### **Questions**

If there are concerns or questions on this matter, please contact me or Katrina Doolittle, Executive Director, EH&S.

Thanks

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