
MANUFACTURING (OSHA) INCIDENT RESPONSE GUIDE

Workplace Incident Response & Reporting Requirements

Critical OSHA Reporting Deadlines:

- ⚠ **FATALITY:** Report within 8 HOURS
- ⚠ **HOSPITALIZATION:** Report within 24 HOURS
- ⚠ **AMPUTATION:** Report within 24 HOURS
- ⚠ **LOSS OF EYE:** Report within 24 HOURS

How to Report: Call 1-800-321-OSHA (6742) or report online at www.osha.gov

IMMEDIATE RESPONSE CHECKLIST (First 30 Minutes)

Scene Safety & Medical Response

- [] Scene secured - additional hazards identified and controlled
- [] Emergency medical services called (911 if serious injury)
- [] First aid rendered by trained personnel
- [] Injured employee(s) transported to medical facility
- [] Family notification initiated (if serious injury)
- [] Other employees removed from immediate danger area
- [] Production operations halted in affected area (if safety concern)

Incident Command Activation

- [] Incident commander identified and on-scene
- [] Plant manager/operations director notified
- [] Safety manager/EHS coordinator notified
- [] HR director notified
- [] Maintenance/engineering notified (if equipment involved)
- [] Security notified to control access to incident scene

Evidence Preservation

- [] Scene photographed from multiple angles (before anything is moved)
- [] Equipment positions documented and tagged

- [] Damaged equipment/materials secured and isolated
- [] Lockout/Tagout applied to equipment involved
- [] Witnesses identified and separated (to preserve independent accounts)
- [] Environmental conditions documented (lighting, weather, noise, temperature)

REGULATORY NOTIFICATION REQUIREMENTS

OSHA Recordability Determination:

An injury/illness is OSHA recordable if it results from a work-related incident and involves:

- Death
- Days away from work
- Restricted work or job transfer
- Medical treatment beyond first aid
- Loss of consciousness
- Significant injury/illness diagnosed by healthcare professional

OSHA Reporting Trigger Events (IMMEDIATE NOTIFICATION REQUIRED):

Fatality → Report within 8 hours

- Includes deaths that occur within 30 days of the work-related incident
- Report even if death occurs off-site (e.g., at hospital)
- Report even if employee was transported away from scene

In-Patient Hospitalization → Report within 24 hours

- Means formal admission to the in-patient service of a hospital or clinic
- Does NOT include emergency room treatment and release
- Includes observation status if admitted as in-patient

Amputation → Report within 24 hours

- Loss of all or part of a body part
- Includes traumatic loss and surgical amputation resulting from irreparable damage

Loss of an Eye → Report within 24 hours

- Includes physical removal of the eye or permanent loss of sight

Information You'll Need to Report to OSHA:

1. Establishment name
2. Location of work-related incident
3. Date and time of incident
4. Number of employees affected
5. Names of affected employees
6. Your contact person and phone number
7. Brief description of incident

WORKERS' COMPENSATION REQUIREMENTS

Immediate Actions:

- [] Injured employee directed to authorized medical facility (per WC policy)
- [] First Report of Injury form completed
- [] Workers' compensation insurance carrier notified within required timeframe (typically 24-48 hours - check your state requirements)
- [] Claim number obtained and documented
- [] Return-to-work restrictions documented when employee returns from medical provider

State-Specific Deadlines Vary: Check your state requirements at:
www.dol.gov/owcp/dfec/regs/compliance/wc.htm

INVESTIGATION CHECKLIST (First 24-72 Hours)

Witness Interviews

- [] Injured employee interviewed (when medically appropriate)
- [] All witnesses interviewed separately within 24 hours
- [] Supervisor/lead person interviewed
- [] Maintenance personnel interviewed (if equipment-related)
- [] All statements documented in writing and signed
- [] Photos/videos reviewed if available

Physical Evidence Documentation

- [] Detailed photographs taken (wide shots, medium, close-up)
- [] Measurements recorded (heights, distances, dimensions)
- [] Equipment inspections completed and documented
- [] Maintenance records pulled for equipment involved
- [] Safety procedures reviewed for the task being performed

- [] PPE examined and documented (what was worn, condition)

Root Cause Analysis

- [] Timeline of events reconstructed
- [] Contributing factors identified (equipment, procedure, training, environment, PPE)
- [] Root causes identified (not just proximate cause)
- [] Similar incidents reviewed for patterns
- [] Industry best practices compared to current practices

Corrective Actions

- [] Immediate corrective actions implemented (before operations resume)
- [] Short-term corrective actions scheduled (within 30 days)
- [] Long-term improvements identified (system/process changes)
- [] Responsibility assigned for each corrective action
- [] Target completion dates established
- [] Verification method determined (how will you know it worked?)

EMPLOYEE & FAMILY COMMUNICATION

Injured Employee Communication:

- [] Family notification completed (by designated company representative, not coworker)
- [] Transportation to medical facility arranged or confirmed
- [] Personal belongings secured and provided to family
- [] Workers' compensation process explained to employee and family
- [] Company contact person identified for family questions
- [] Regular updates provided to employee/family during recovery
- [] Return-to-work process explained and documented

Workforce Communication:

- [] Immediate: Brief factual update to employees in affected area
- [] Within 24 hours: Safety stand-down or toolbox talk addressing the incident
- [] Within 1 week: Investigation findings shared (while protecting employee privacy)
- [] Ongoing: Corrective actions communicated as implemented
- [] Clear message: "We care about your safety and are taking action"

OSHA INSPECTION PREPARATION

If OSHA Arrives for Inspection:

Immediate Actions:

- [] Escort inspector to private conference room (not the incident scene immediately)
- [] Request inspector's credentials and photograph them
- [] Call your designated OSHA response person (safety manager, legal counsel)
- [] Determine reason for visit (complaint, referral, programmed inspection, accident investigation)
- [] Request opening conference before site tour begins

During Opening Conference:

- [] Provide requested documents only (injury logs, training records specific to incident)
- [] Designate company representative to accompany inspector at all times
- [] Request employee representative to accompany inspector (union or employee-selected)
- [] Clarify scope of inspection
- [] Take detailed notes of all questions asked and statements made

During Walkaround:

- [] Company representative stays with inspector at all times
- [] Take photos of everything inspector photographs
- [] Note all measurements inspector takes
- [] Listen to all conversations but don't volunteer information
- [] Answer questions truthfully but concisely
- [] If you don't know the answer, say "I'll need to research that and get back to you"
- [] Document all employee interviews requested

During Closing Conference:

- [] Request specific citations inspector intends to issue
- [] Take detailed notes of inspector's findings and concerns
- [] Ask for clarification on any unclear issues
- [] Do not admit to violations - this is not a negotiation
- [] Request informal conference if citations are issued (you have 15 working days to contest)

POST-INCIDENT FOLLOW-UP

First Week:

- [] Investigation completed and documented
- [] Root cause analysis finalized
- [] Corrective action plan developed and communicated
- [] Affected area returned to safe operation (if appropriate)
- [] Similar operations/equipment assessed for same hazards
- [] Workforce briefed on findings and improvements

First Month:

- [] All immediate corrective actions completed
- [] Equipment repairs/replacements completed
- [] Procedure updates drafted and reviewed
- [] Additional training provided as needed
- [] Workers' compensation claim status tracked
- [] Injured employee recovery progress monitored
- [] Return-to-work plan developed (if employee not yet returned)

First 90 Days:

- [] All short-term corrective actions completed
- [] Long-term improvement projects initiated
- [] Effectiveness of corrective actions evaluated
- [] Similar incident metrics monitored (did corrective actions work?)
- [] OSHA citations responded to (if any)
- [] Insurance carrier inquiries responded to
- [] Legal hold maintained (if litigation potential)

COMMON MISTAKES TO AVOID

 **Delaying OSHA notification** thinking you can investigate first

 Report immediately, then investigate

 **Cleaning up the scene** before documentation

 Preserve evidence first, clean up second

 **Interviewing witnesses together** (they influence each other's accounts)

 Separate witnesses and interview individually

 **Blaming the injured employee** in documentation

 Focus on system failures and improvements, not assigning fault

✗ Assuming emergency room visit is not hospitalization

- If admitted as in-patient (even for observation), it's reportable

✗ Moving equipment before inspection and documentation

- Lockout, tag, photograph, then move only if necessary for safety

✗ Letting OSHA inspector roam facility unescorted

- Always have company representative with inspector

✗ Providing more documents than requested

- Only provide what is specifically requested

✗ Failing to follow up on corrective actions

- Track every action to completion with verification

STATE-SPECIFIC RESOURCES

Many states have their own OSHA plans with additional requirements. Check if your state has specific regulations.

Ready to Get Started?

 Schedule a free 30-minute consultation: [Select a Date & Time - Calendly](#)

 Email us: [Hello@crisisiqpartners.com](mailto>Hello@crisisiqpartners.com)

Take our 3-minute Crisis Readiness Scorecard: [Crisis IQ Scorecard](#)

www.crisisiqpartners.com

These templates are provided for educational purposes and are subject to change. Always review the most current reporting standards for your state before use.