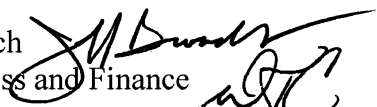



# UtahState UNIVERSITY

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## MEMORANDUM

To: Vice Presidents, Deans, Department Heads, Directors, Managers, and Supervisors

From: Jeff Broadbent, Associate Vice President of Research   
David Cowley, Associate Vice President for Business and Finance 

Date: February 28, 2008

Subject: Reporting of certain serious/significant injuries

The Occupational Health and Safety Administration (OSHA) regulations mandate that certain serious accidents be reported within 8 hours of occurrence. The regulations state, "Each employer shall within 8-hours of occurrence, notify the Division of Utah Occupational Safety and Health of the Commission of any work related fatalities, of any disabling, serious, or significant injury and of any occupational disease incident." When such incidences occur and are not reported within 8 hours, the University is cited by OSHA and is subject to penalties. Therefore, your cooperation in this request is very important.

Environmental Health and Safety employees are qualified to determine what is disabling, serious, or significant, and should be contacted immediately when any such incident occurs.

If any employee in your unit has such an accident that must be reported to OSHA, please report the accident immediately to the Environmental Health and Safety Office by calling 435-797-2892. If the accident occurs during off hours or over the weekend, you must immediately report the accident to OSHA by calling 801-530-6910 and to Environmental Health and Safety by calling 435-797-2892 at the start of the next normal business day.

Information concerning this requirement can be found on the Utah OSHA website at:  
<http://laborcommission.utah.gov/UOSH/pdfs/UOSH%20Poster%2012-07eng.pdf>

If you have any questions or concerns, please contact EH&S at 797-2892. Thank you for your assistance in keeping Utah State University a safe place to work.

cc: President Albrecht, Provost Coward

