

City of Hendersonville, NC
Reporting Fatalities & Hospitalizations
In compliance with: 29 CFR 1904.39

I. Basic Requirement

Within eight (8) hours after the death of any employee as a result of a work-related incident, the incident must be reported the fatality to North Carolina Department of Labor (NCDOL).

Within twenty-four (24) hours after the in-patient hospitalization of one or more employees or an employee's amputation or an employee's loss of an eye, as a result of a work-related incident, the incident must be reported to NCDOL.

II. Contact Information

Upon such accident as described above, the employee's Department head shall be notified. The Department head will then contact the City Manager (828-606-1410) or Risk and Safety Officer Human Resources Coordinator (828-693-0682/962-5882) as soon as possible and one of them will make the report to the NCDOL. The report can be made:

By telephone to the NCDOL toll-free central telephone number, 1-800-625-2267 or 919-779-8560. After hours, on weekends or holidays, contact the State Capitol Police at 919-733-3333

Or, by electronic submission using the reporting application located on NCDOL website at www.labor.gov/contact/report-workplace-accident.

III. Required Information

You must give OSHA the following information for each fatality, in-patient hospitalization, amputation, or loss of an eye:

1. The establishment name (City of Hendersonville);
2. The location of the work-related incident;
3. The time of the work-related incident;
4. The type of reportable event (i.e., fatality, in-patient hospitalization, amputation, or loss of an eye);
5. The number of employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye;
6. The names of the employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye;
7. Your contact person and his or her phone number; and
8. A brief description of the work-related incident.

All department heads are to keep a copy of this policy and review the information with their supervisors and employees annually.

John F. Connet

Date of Approval

Adopted by City Council 01.07.2004

Reviewed by the Safety Committee 12.01.2015

Revised by HR Coordinator 09.14.2018, 09.04.2019, 09.17.2020, 12_29_2021, 1 18 2024, 9 9 2025

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