



ROY COOPER  
Governor

BARBARA GIBSON  
Director, State Human Resources

NORTH CAROLINA Office of  
State Human Resources

**OSHR Procedure for Reporting State Employee  
Fatality, Amputation, Loss of Eye(s), or Hospitalization**

State agencies must report the following injuries involving permanent, contract, or temporary employees to OSHA:

- a. Fatalities - within 8 hours
- b. Amputation(s), loss of eye(s), hospitalization - within 24 hours.

State agencies must also report these injuries as follows:

1. Contact your Agency/University Human Resources Director and your Agency/University Safety Leader. In the event of a fatality, also contact your Agency/University Legal Counsel.
2. Contact the NC Department of Labor during working hours (8 a.m. to 5 p.m.) at 919-779-8560 or 1-800-625-2267. After working hours, (5 p.m. to 8 a.m.), weekends or holidays, call State Capitol Police at (919) 733-3333. **(See below)\***
3. Contact a member of the OSHR Safety, Health and Workers' Compensation Division

Scarlette Gardner, Division Director	(919) 807-4858	<a href="mailto:Scarlette.Gardner@nc.gov">Scarlette.Gardner@nc.gov</a>
Heather Banta, Safety Director	(919) 807-4897	<a href="mailto:Heather.Banta@nc.gov">Heather.Banta@nc.gov</a>
Kathy Conner, Safety Consultant	(919) 807-4824	<a href="mailto:Kathy.Conner@nc.gov">Kathy.Conner@nc.gov</a>
OSHR Main Number	(919) 807-4800	

**Be prepared to provide contact information, addresses, and telephone numbers for person(s) involved.**

4. Follow-up with an email message or fax (919) 733-0653 to OSHR staff listed above. Emails and faxes are public information. Please utilize sensitivity and discretion when describing incident details.

**OSHR will notify the Governor's office and assist in incident investigation.**

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**\*Effective January 1, 2015**, Employers are required to contact OSHA for any work-related fatality within (8) hours. Inpatient hospitalizations, all amputations and all losses of an eye must be reported within (24) hours. 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), scalping's (removal of the scalp), severed ears, or broken or chipped teeth.

