

YOSEMITE COMMUNITY COLLEGE DISTRICT
MODESTO JUNIOR COLLEGE
COLUMBIA COLLEGE



INJURY AND ILLNESS PREVENTION PROGRAM

Updated:
January 2015

Office of Risk Management/Employee Safety
Based on IIPP Accountability Standard
Valley Insurance Program / Joint Powers Authority
Approved May 2014— by YCCD Executive Vice Chancellor

Table of Contents

1.0	INTRODUCTION.....	2
2.0	RESPONSIBILITIES.....	2
2.1	PROGRAM ADMINISTRATOR.....	2
2.2	CAMPUS DELEGATE.....	3
2.3	CHANCELLOR AND CHANCELLOR’S CABINET.....	4
2.4	VICE PRESIDENTS, DEANS, DIRECTORS AND DEPARTMENT MANAGERS.....	4
2.5	UNIT MANAGERS.....	4
2.6	EMPLOYEES.....	5
3.0	COMPLIANCE.....	5
4.0	COMMUNICATION.....	6
4.1	THE SAFETY-TRAINING PROGRAM.....	6
4.2	THE COLLEGE HEALTH AND SAFETY COMMITTEE.....	6
4.3	DEPARTMENT/DIVISION HEALTH AND SAFETY MEETINGS.....	8
4.4	SUPERVISOR LED HEALTH AND SAFETY MEETINGS.....	8
4.5	ANONYMOUS AND CONFIDENTIAL HAZARD REPORTING.....	8
4.6	THE DISTRICT’S ANTI-REPRISAL POLICY.....	8
5.0	WORKPLACE VIOLENCE PREVENTION AND RESPONSE PLAN.....	9
6.0	SCHEDULED AND PERIODIC INSPECTIONS.....	9
6.1	INSPECTION SCHEDULE.....	9
6.2	OUTSIDE AGENCIES.....	10
6.3	RECORD KEEPING OF SCHEDULED AND PERIODIC INSPECTIONS.....	10
7.0	INJURY AND ILLNESS INVESTIGATIONS.....	10
7.1	REPORTING PROCEDURES FOR OCCUPATIONAL INJURIES, ILLNESSES, AND ACCIDENTS.....	10
8.0	HAZARD CORRECTION.....	11
8.1	SCHEDULES FOR CORRECTING HAZARDS.....	12
8.2	RESOURCES.....	12
9.0	TRAINING AND INSTRUCTION.....	12
9.1	TRAINING CONTENT.....	12
9.2	TRAINING PROGRAM.....	12
9.3	TRAINING SCHEDULE.....	13
9.4	TRAINING RESOURCES.....	14
9.5	RECORD KEEPING OF TRAINING RECORDS.....	14
Appendices		
	INJURY/INCIDENT INVESTIGATION REPORT.....	14

INJURY AND ILLNESS PREVENTION PROGRAM

INJURY AND ILLNESS PREVENTION PROGRAM

1.0 INTRODUCTION

Yosemite Community College District makes all reasonable efforts to:

- Protect the health and safety of faculty, staff, and students;
- Provide safe workplaces - academic, research, and administrative - for faculty, staff, and students;
- Provide information to faculty, staff, and students about health and safety hazards;
- Identify and correct health and safety hazards and encourage faculty, staff, and students to report hazards;
- Provide information and safeguards for those on campus regarding environmental hazards arising from operations at Yosemite Community College District

Per California Code of Regulations, Title 8, Section 3203, Yosemite Community College District has adopted an Injury and Illness Prevention Program (IIPP) that describes specific requirements for program responsibility, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training, and record keeping.

Requirements outlined in this program are mandated by regulation where the word "**shall**" is used and are advisory in nature where the word "**should**" is used.

2.0 RESPONSIBILITIES

Ultimately, safety is the responsibility of each individual. Creating a broad based accountability for safety is the responsibility of the Chancellor, and the Chancellors Cabinet. The responsibility of the IIPP Program Administrator is to assist the Chancellor and leadership by monitoring the implementation of the IIPP and to assist managers as they carry out their responsibility for safety.

2.1 Program Administrator

The district's Program Administrator is:

Name: Dorothy Pimentel
Title: Risk Services Coordinator
Address: 2201 Blue Gum Ave, Modesto CA
Telephone: (209) 575-6963

INJURY AND ILLNESS PREVENTION PROGRAM

The Program Administrator's responsibilities include:

- Advising senior management on safety and health issues
- Working with senior management to develop safety and health guidelines and policies
- Preparing and distributing the District's guidelines, policies, and procedures on safety and health issues
- Maintaining current information on local, state, and federal safety and health regulations
- Serving as liaison with governmental agencies on safety-related issues
- Facilitate the planning, organizing, and coordinating safety training
- Developing a code of safe practices and inspection guidelines
- Oversight for safety and health inspections and follow-up to ensure necessary corrective action is completed
- Establishing, conducting, and maintaining an injury/illness/accident report and investigation procedure
- Coordinating with the District's Benefits staff on maintaining injury and illness records (OSHA Log 200/300)
- Reviewing injury and illness trends
- Establishing a system for maintaining the records of inspection, hazard abatement, and training
- Assisting unit managers in conducting workplace hazard assessments to identify, evaluate, and correct hazards
- Providing training and technical assistance to managers and supervisors on the implementation of the IIPP
- Reviewing, updating, and evaluating the overall effectiveness of the IIPP
- Evaluating the adequacy and consistency of training designed by colleges, departments, etc.

2.2 Campus Delegate

COLUMBIA COLLEGE

Gary Whitfield, Vice President of Administrative Services
11600 Columbia College Drive
Sonora, CA 95370
(209) 588-5112

MODESTO JUNIOR COLLEGE

Albert Alt, Vice President of College & Administrative Services
435 College Avenue
Modesto, CA 95350
(209) 575-6122

The Campus Delegate's responsibilities include:

- Advising the IIPP Administrator on college specific safety and health issues
- Planning, organizing, and coordinating safety training

INJURY AND ILLNESS PREVENTION PROGRAM

- Developing and implementing a code of safe practices and inspection guidelines
- Arranging for safety and health inspections and follow-up to ensure necessary corrective action is completed
- Conducting, and maintaining an injury/illness/accident report and investigation procedure
- Reviewing injury and illness trends
- Maintaining the records of inspection, hazard abatement, and training
- Assisting supervisors in conducting workplace hazard assessments to identify, evaluate, and correct hazards
- Providing training and technical assistance to managers and supervisors on the implementation of the IIPP
- Provide feedback to the IIPP Administrative of the overall effectiveness of the IIPP
- Evaluating the adequacy and consistency of safety related training designed by schools, departments, etc.

2.3 *Chancellor and Chancellor's Cabinet*

The Chancellor, together with the Chancellor's Cabinet (Vice-Chancellors and College Presidents), shall be responsible for integrating safety into the culture of the District by:

- Demonstrating a genuine interest in safety-specific issues
- Encouraging, initiating, and/or requiring District and College leadership involvement in reasonable safety practices
- Ensuring that certificated and classified managers implement the IIPP
- Demonstrating support for safety programs
- Demonstrating that safety is everyone's responsibility

2.4 *Vice Presidents, Deans, Directors and Department Managers*

Vice Presidents, Deans, Directors, and Department Managers are responsible to make all reasonable and prudent efforts towards ensuring:

- Quality of safety performance by unit managers
- That they demonstrate that safety is critically important to them and the District
- Individuals under their management have the authority to implement appropriate health and safety practices and programs
- Areas under their management have adequate funding, or make plans to identify funding, for health and safety programs, practices, equipment and hazard correction. (See also Section 8.2 Resources)
- Areas under their management are in compliance with Yosemite Community College District's health and safety practices, policies, and programs

2.5 *Unit Managers*

Unit Managers are responsible for implementing Yosemite Community College District's IIPP. This includes:

INJURY AND ILLNESS PREVENTION PROGRAM

- Investigating all incidents and accidents within their areas of responsibility to determine causes and take corrective/preventative action. (*This is not to be confused with the workers' compensation claim reporting process.*)
- Conducting documented and regularly scheduled safety inspections within their areas of responsibility. (Sample checklists are available through Risk Management and Campus Safety Offices.)
- Ensuring that workplaces and equipment are safe, well-maintained, and in compliance with external agency regulations, generally accepted safe practices, and Yosemite Community College District's policies, programs, and practices
- Establishing safety-related work rules and procedures for all operations and exposures within their areas of responsibility
- Developing their own knowledge and skills in safety and health relative to their areas of responsibility and ensuring that all employees receive safety training relative to their work exposures
- Ensuring that workplace safety and health practices and procedures are clearly communicated and understood by employees through training programs
- Enforcing health and safety rules fairly and uniformly related to job performance
- Evaluating employees on compliance with safe work practices as part of the performance management process
- Acknowledging employees who contribute to the maintenance of a safe workplace and disciplining employees who fail to follow safe work practices
- Encouraging employees to report workplace hazards without fear of reprisals
- Ensuring that training, inspection, and investigation records and employee health and safety records are maintained and retained for the designated period(s) of time

2.6 Employees

Employees are responsible for following the requirements of the IIPP. This involves:

- Keeping themselves informed of conditions affecting their health and safety
- Participating in training programs, as required
- Adhering to healthful and safe practices in their workplaces
- Advising their unit managers of potential hazards in the workplace
- Reporting all incidents and accidents immediately
- Knowing where a copy of the IIPP is located for reference

3.0 COMPLIANCE

Yosemite Community College District **shall** make reasonable efforts that employees comply with safe and healthful work practices. Unit managers are responsible for establishing and maintaining good health and safety practices. To ensure compliance:

- Employees are recognized for following safe and healthful work practices (e.g., oral acknowledgments, recognition at meetings, awards, tokens, etc.).

Note: Recognition will **not** be given to individuals or departments based on the absence of accidents or injuries. This is to avoid reinforcing poor safety-

INJURY AND ILLNESS PREVENTION PROGRAM

related behaviors that may have yet to be manifested in an incident and to ensure that all incidents and accidents are reported.

- Employees are trained and retrained, as necessary or as required.
- Health and safety practices are integrated into employee job descriptions and performance appraisals.
- Disciplinary actions with employees for failure to follow safe and healthful work practices are taken, when appropriate.
- The anti-reprisal policy for employees reporting safety and health concerns is enforced.

4.0 COMMUNICATION

Yosemite Community College District **shall** communicate with employees in a form readily understandable by all affected employees on matters related to occupational safety and health, including provisions designed to encourage employees to inform the employers of hazards at the worksite without fear of reprisal.

Yosemite Community College District uses various communication systems to relay information to all employees on matters relating to occupational safety and health, including:

- The safety-training program
- The College Health and Safety Committee
- Department/Division Health and Safety Committee
- Supervisor led Health and Safety meetings
- Campus Wide Email notifications and Safety alerts
- Anonymous and confidential hazard reporting
- The District's anti-reprisal policy

These systems are described below:

4.1 The Safety-Training Program

The safety-training program is an integral component of the communication system. The training program is described in section 9 below.

4.2 The College Health and Safety Committee

Membership

If deemed useful, each college, Modesto Junior College and Columbia College, may establish a Health and Safety Committee, and will be responsible for determining the makeup of its own College Health and Safety Committee. To be effective, the District makes the following recommendations for membership:

- The Chairperson of the Committee will be an administrator
- Division/Department Representatives
 - Actual number to be determined by College administration
 - Certificated and/or Classified (either College and/or Central Services staff)

INJURY AND ILLNESS PREVENTION PROGRAM

- At least one representative should be experienced in issues of science laboratory safety, and one experienced in vocational laboratory training.
- Student Representatives (2)

It is suggested that the following representatives also attend the College Health and Safety Committee meetings to assist the Committee and facilitate the Committee's recommendations:

- Risk Management/IIP Program Administrator
- College Chemical Hygiene Officer
- Facilities Operations Representative
- Health Services Representative

The Committee may establish such permanent or ad hoc subcommittees or task forces from among its membership, or otherwise, as it shall deem useful in carrying out its charge.

The College administration will solicit membership nominations from the Academic Senate, the District Council (if possible), and the Associated Students organization of the respective colleges. College administration has authority to approve the nominations and appoint members to the College Health and Safety Committee. The terms of membership shall be two years for faculty/staff and one year for student members, terms coinciding with the academic/fiscal year.

Charge to the Committee

The College Health and Safety Committee is charged with the following responsibilities:

- This Committee in no way replaces or supersedes administration or line management's responsibility for health and safety.
- Foster cooperation among those units at Yosemite Community College District having operational responsibility for health and safety;
- Entertain, consider and respond to recommendations from staff, students and/or Department/Division Safety Committees
- Recommend needs, priorities, and strategies to promote good health, safety, and environmental practices on campus to the District administrators;
- Recommend to the Chancellor's Cabinet District-wide policies with respect to those health and safety matters that are not addressed by the existing administrative panels;
- The College Health and Safety Committee and the Chancellor's Cabinet will periodically review the role of the Committee to ensure its continued effectiveness.
- Members of the Yosemite Community College District community shall have the opportunity to address the College Health and Safety Committee and raise questions or concerns about Yosemite Community College District's teaching activities, facilities, or support services as they may affect the health and safety of lab personnel, employees, students, and the general public. Students and Staff may request an agenda item by personally discussing the matter with the Program Administrator or any member of the Health and Safety Committee.

INJURY AND ILLNESS PREVENTION PROGRAM

Reporting Requirements

The College Health and Safety Committee shall meet at least quarterly. Quarterly meeting records shall be submitted to the IIP Program Administrator, the District Council and the Chancellor's Cabinet through the Executive Vice Chancellor.

When necessary, the Chair of the Committee shall report to and make recommendations to the IIP Program Administrator on the adequacy of Yosemite Community College District's health and safety programs, policies, and organization from the perspective of the College Health and Safety Committee. The Committee or its members may also submit confidential reports to the Executive Vice Chancellor as deemed necessary.

By May 15th of each year, the Chair of the Committee shall present an annual report (summarizing key issues addressed by the Committee during the committee year) to the IIP Program Administrator who will give to the Executive Vice Chancellor for presentation to the Chancellor's Cabinet. Copies of these reports shall be available to all employees.

4.3 Department/Division Health and Safety Meetings

At the discretion of the local management team, a local safety committee can be formed to address the division/department safety issues modeled after the District's Safety Committee as outlined above. When necessary, reports and/or recommendations will be made to the College Safety Committee.

4.4 Supervisor Led Health and Safety Meetings

Health and safety meetings at the campus, center, department or unit level are conducted as needed based on the exposures presented.

4.5 Anonymous and Confidential Hazard Reporting

The telephone number for confidential hazard reporting is: MJC (209) 575-6260, Columbia College (209) 588-5167, Risk Management (209) 575-6963.

Any employee may, anonymously, or confidentially, telephone or use interoffice mail to report a hazard or share a health and safety concern.

4.6 The District's Anti-Reprisal Policy

Employees and students **shall** not be discharged or discriminated against in any manner for bona fide reporting of health and safety hazards to Yosemite Community College District or to appropriate governmental agencies. Unit managers **shall** inform employees and students of this policy and encourage reporting of workplace hazards to the management.

INJURY AND ILLNESS PREVENTION PROGRAM

5.0 WORKPLACE VIOLENCE PREVENTION AND RESPONSE PLAN

Yosemite Community College District has a Workplace Violence Prevention and Response Plan (pending approval) that provides guidelines for responding to violence or threats of violence in the workplace. This plan clearly discusses the types of violence as defined by Cal/OSHA.

The emphasis in this plan is prevention of workplace violence. Helpful checklists are provided that assist employees in recognizing pre-incident indicators in students and employees and then provide best responses to those warning signs. Additionally, guidelines are offered for assisting distressed students.

In the area of response, there are practical steps for diffusing volatile situations and responding to threats of suicide. For employees, guidelines are provided for handling employee issues including communication, discipline, safe handling of a troubled employee, involuntary employment separation, domestic violence issues and infatuation/stalking concerns.

A Behavioral Intervention Team (BIT) is clearly defined, including charge, membership, protocols, post-intervention strategies, and post-incident strategies. Training for faculty, staff and students is also discussed.

6.0 SCHEDULED AND PERIODIC INSPECTIONS

Yosemite Community College District has procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Unit managers are responsible for seeing that periodic inspections are conducted. The Program Administrator will assist unit managers to develop self-inspection forms and checklists and guides for inspection and record keeping. The Program Administrator, using outside resources, will also conduct periodic surveys to assist the unit managers in identifying and correcting potential hazards.

6.1 *Inspection Schedule*

Inspections **shall** be conducted:

- When new substances, processes, procedures, or equipment that present potential new hazards are introduced
- When new, previously unrecognized hazards are identified
- When occupational injuries or illnesses occur (see also Section 7.0 Illness and Injury Investigations)
- Periodically as determined by the nature of the exposure

INJURY AND ILLNESS PREVENTION PROGRAM

6.2 *Outside Agencies*

Several outside agencies conduct random, regular, or periodic inspections at Yosemite Community College District, which assist the District in achieving some of its inspectional responsibilities. These include:

- Valley Insurance Program Joint Powers Authority/ASCIP (Alliance of Schools for Cooperative Insurance Programs)
- Fire Marshal's Office
- City Fire Department
- County Environmental Health Department

6.3 *Record Keeping of Scheduled and Periodic Inspections*

Records of scheduled and periodic inspections to identify unsafe conditions and work practices shall be maintained for a minimum of three years. The records shall include:

- The name(s) of the person(s) conducting the inspection,
- Any descriptions of the unsafe conditions and work practices,
- The actions taken to correct the identified unsafe conditions and work practices.

The Supervisor is responsible to follow up on the status of corrective action requests. The Supervisor shall forward the completed inspection to the Campus Delegate. The Campus Delegate is responsible for maintaining these records.

7.0 INJURY AND ILLNESS INVESTIGATIONS

The Yosemite Community College District **shall** investigate all occupational injuries or illnesses. The procedures for reporting and investigating occupational injuries or illnesses and accidents are as follows:

7.1 *Reporting Procedures for Occupational Injuries, Illnesses, and Accidents*

- When a workplace injury/illness occurs, the injured employee will call Company Nurse[®] directly (1-877-854-6877) after reporting the incident to their supervisor. The attending nurse will provide first aid advice and direct the injured employee to an appropriate medical treatment site.
- In the event of death or serious injury or illness, the supervisor shall immediately contact the Benefits Office, the IIPP Administrator's office and the Campus Delegate.

Death or serious injury or illness is defined as more than 24-hours' hospitalization for other than observation; permanent disfigurement, or loss of body part. The Benefits Specialist and/or the Campus Delegates and/or the IIPP Administrator, shall immediately report any serious injury or illness to Cal/OSHA within 8 hours of making

INJURY AND ILLNESS PREVENTION PROGRAM

said determination. Other incidents will be reported to Cal/OSHA on a case-by-case basis (i.e., chemical carcinogen exposure).

- The Company Nurse[®] will complete their portion of the following forms and forward to the District Benefits Specialist:
 - Employee's Claim for Workers' Compensation Benefits (Form DWC-1)
 - The Employer's Report of Occupational Injury or Illness (Cal/OSHA Form 5020)
 - Supervisor's Accident Investigation Form (VIP) (See Appendix A)
- The District Benefits Specialist will forward Form DWC-1 to the employee for completion. The Benefits Specialist will forward the Form 5020 and the Risk Management Office will forward the Supervisor's Accident Investigation Form (VIP) to the injured employee's supervisor for completion.
- The supervisor will immediately investigate the injury and return the completed 5020 form and the Supervisor's Accident Investigation form (VIP) to the District Benefits Specialist and the Risk Management Office respectively.
- The Risk Management Office will provide a copy of the completed Supervisor's Accident Investigation Form to the Campus Delegate. The Campus Delegate will review the investigation to determine if an inspection and corrective action is warranted. Accident investigation records shall be maintained in the District's Benefits Department.

7.2 Investigation Steps

All occupational injuries, illnesses and accidents will be investigated and steps taken to prevent future incidents. The unit manager will:

- Interview injured workers and witnesses;
- Examine workplace for factors associated with the accident/exposure;
- Determine the possible cause of the accident/exposure;
- Take corrective action to prevent the accident/exposure from recurring;
- Record the findings and corrective actions taken and submit copies to the Program Administrator.

The program administrator is available to assist in any aspect of the investigation

8.0 HAZARD CORRECTION

Yosemite Community College District has a commitment to correct unsafe or unhealthful work conditions in a timely manner, based on the severity of the hazards.

INJURY AND ILLNESS PREVENTION PROGRAM

8.1 Schedules for Correcting Hazards

Hazards **shall** be corrected according the following procedures:

- When observed or discovered;
- When an **imminent** hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed personnel will be removed from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition **shall** be provided with necessary safeguards.

8.2 Resources

Resources to correct hazards include the following:

- Unsafe conditions that cannot be corrected with resources available to the supervisor or manager must be reported to the next higher level of management.
- If the correction required is part of Facilities Operations maintenance responsibilities, Facilities Operations staff will do the repair;
- If the correction is outside the authority of maintenance, and departmental funds are not available, the departments must seek other resources from the District to make the corrections.

9.0 TRAINING AND INSTRUCTION

9.1 Training Content

Yosemite Community College District's policy requires that faculty, staff, and students shall be trained to protect themselves from hazards in their working environments. Unit managers shall facilitate training of employees and students in:

- General health and safety practices;
- Job-specific health and safety practices and hazards;
- Recognition and assessment of health and safety risks;
- Minimization of risks through sound safety practices and use of protective equipment;
- Regulations and statutes applicable to their work; and
- Yosemite Community College District's health and safety policies

9.2 Training Program

Yosemite Community College District has organized its training system into the training program, which is described below:

Level 1 Training

- General District safety orientation provided by the Office of Risk Management to all new employees

INJURY AND ILLNESS PREVENTION PROGRAM

- Training includes information on Yosemite Community College District's health and safety policies and practices, employee health and safety rights and responsibilities, health and safety services at Yosemite Community College District, and what the employee should expect in terms of further training

Level 2 Training

- Provided by the unit manager, campus, center, department or building safety representatives, often in conjunction with the Program Administrator, to employees and students in labs, shops, or other workplaces where special hazards may be encountered
- Program Administrator reviews Level 2 training for adequacy and consistency
- Training topics including hazard communication (i.e., hazard identification, hazardous materials safety, hazard reporting), emergency response and evacuation procedures, fire and earthquake safety, rights and responsibilities, personal protection, and record keeping - as applicable

Level 3 Training

- Level 3 training is provided/facilitated by the unit manager or instructor for those students and employees with specific high-hazard exposures including those exposed in robotic labs, laboratories, athletics, science labs, as well as shops and food service areas.
- Level 3 training consists of information specific to the hazards and equipment used by these individuals.
- Training is by one or more of the following methods: class lecture, safety meetings (formal or informal).
- Material safety data sheets, videos, pamphlets, booklets, class syllabus, and postings can be used to supplement training.

9.3 Training Schedule

Training **shall** be provided to all employees:

- When the IIPP is first established;
- When new employees are hired;
- When employees are given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- When employees become unit managers (so that they can familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed).
- Safety alerts and other safety communications should include language translations where appropriate

INJURY AND ILLNESS PREVENTION PROGRAM

9.4 Training Resources

- The IIPP Administrator will assist departments and supervisors in providing health and safety training to employees on a variety of topics. These include IIPP training, laboratory safety training, respirator training, heat illness prevention, and many others.
- The Web-Based Training program is a valuable tool to assist managers. Based on job classifications, the program provides an automatic assignment of training modules tailored to job specific training requirements.
- The IIPP Administrator has a safety video library, a collection of safety publications, and access to safety professionals to assist supervisors and departments in implementing training programs.

9.5 Record Keeping of Training Records

- Documentation of health and safety training for each and employee shall include: **(1)** name or other identifier, **(2)** training dates, **(3)** type(s) of training, and **(4)** training providers. This documentation shall be maintained for at least three years.
- The Web-Based Training program will also be utilized to document health and safety training. The supervisor is responsible for updating the training records for their employees.
- The division is responsible for developing a record retention policy for students.

Document content maintained by: IIPP Administrator, Dorothy Pimentel, Risk Services Coordinator

Last updated: May 2014

INJURY AND ILLNESS PREVENTION PROGRAM

Appendix A				
Injury/Incident Investigation Report				
(Continue report on separate pages as warranted.)				
Campus/Center:	Date/Time of Occurrence:	Location of Occurrence (Be specific and include department, vehicle or building.)		
Date Reported	Off Campus? <input type="checkbox"/> Yes <input type="checkbox"/> No	Full Name of Injured Person (use new report for additional people)		Age
Any Witnesses? If yes – list them by name		Department	Title	Full or Part Time?
			Time in Current Position:	Seasonal?
			Time with the District:	Volunteer?
Nature of Injury or Illness		Body Part(s) Injured:		
Medical Treatment?		List Equipment or Property Damaged:		
D E S C R I P T I O N	Describe clearly what took place. How did the accident occur? Include location and the materials, chemicals, equipment, and people involved. If a vehicle is involved, create a sketch on reverse attached page. What was the employee doing when injured? Identify causal factors and describe the sequence of events. Attach photos.			
A N A L Y S I S	From a management perspective, consider what could have been done to control, eliminate, or transfer the exposure, prevent the hazard and/or accident, and reduce the amount or degree of loss. Question why, what, when, who, and how for each operating. Consider each factor contributing to the accident.			
P R E V E N T I O N	Describe the management action or controls that have or will be taken to reduce the potential for a recurrence.			
Investigated By:	Date:	Person(s) accountable for corrective action:	Targeted Completion Date:	
Reviewed By:	Comments:		Review Date:	