



Environmental Health and Instructional Safety POLICIES AND PROCEDURES

INVESTIGATION, REPORTING, AND REVIEW OF WORK-RELATED INJURIES AND ILLNESSES

Investigation: Upon receiving notice that a University employee or volunteer has been injured or become ill while at work, the University's Workers' Compensation Program Manager will take the following actions:

1. Notify the Associate Director of Safety Programs and Services or the Environmental Health and Safety Officer if required by OSHA.
2. Log the injury into the University's injury/illness data base.
3. Contact and question the injured/ill employee (if available) and his/her immediate supervisor about the circumstances surrounding the injury or illness.
4. Visit the site of the injury (if appropriate) and record conditions of the area if necessary.
5. Refer the investigation to an outside vendor if the injury or illness requires further investigation.

Reporting: Cal/OSHA requires immediate notification following any serious injury or illness, or death, of an employee occurring at or in connection with university employment (California Code of Regulations, Title 8 Sections 330/342). This policy applies to any employee of California State University, Fullerton, including all faculty, staff, student workers, and volunteers. Auxiliaries are required to report to Cal/OSHA. Delay or failure to report could result in fines of \$5,000 or more.

A "serious injury or illness" is defined as any injury or illness which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observations or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a penal code violation or in an accident on a public street or highway.

6. Upon receiving notice that a University employee or volunteer has been injured or become ill while at work, either the Associate Director of Safety Programs and Services or the Environmental Health and Safety Officer will notify University's Workers' Compensation Program Manager and log the injury into the University's injury/illness data base.
7. Department managers or University Police must immediately notify either the Associate Director of Safety Programs and Services, the Environmental Health and Safety Officer, or the University's Workers' Compensation Program Manager.

8. If the injury/illness requires that the University contact OSHA within 8 hours of the incident, the Associate Director of Safety Programs and Services, the Environmental Health and Safety Officer and the University's Workers' Compensation Program Manager will determine who will contact Cal/OSHA at (714) 558-4451, which is available 24 hours a day.
9. The following information is needed for reporting to Cal/OSHA:
 - A. Time and date of the accident.
 - B. Employee's name, address and telephone number.
 - C. Address and site of the accident.
 - D. Supervisors name and contact number.
 - E. Nature of the injury.
 - F. The hospital the employee was sent.
 - G. Law enforcement agencies present.
 - H. Description of the accident.
 - I. Date of birth or age of the employee.
 - J. Social Security Number
 - K. Total number of employees at the university.
 - L. Whether the employee belongs to a union and which one.
 - M. Job title or occupation of the employee.

Review: Since the fall of 2005, representatives from the Office of University Risk Management and from the Office of Environmental Health & Instructional Safety have met on a quarterly basis to review all work-related injuries or illnesses that occurred during the prior academic quarter, specifically, the Workers' Compensation Program Manager, the Associate Director of Safety Programs and Services, the Environmental Health and Safety Officer and any other University personnel deemed necessary:

10. Review the cause of all reportable OSHA 300 injuries and illnesses that occurred or were reported in the prior academic quarter.
11. Review the cause of all injuries and illnesses for which a Workers' Compensation claim has been made.
12. Determine for all injuries and illnesses whether the University can take actions to prevent similar injuries in the future.
13. Document on either the "Claims by Nature of Injury" or the "Claims by Occupation" reports prepared by the Workers' Compensation Program Manager any corrective action or considered.

Minutes of these meetings are kept in the Office of University Risk Management. Annual information is included in the University's Risk Management report.

Date: 3/2005, TJW & 9/2007, J. Beisner