

# Injury Report and Review Process

## Step 1

### Incident Occurs, Emergency Transport Needed

- Contact SCU Campus Safety (x4444 ) or 911 for an ambulance.\*
- Notify employee's supervisor who contacts Human Resources (HR) if the employee is unable.
- HR provides **Initial Report of Injury Form** to be completed to authorize medical treatment.

or

### Self Transport to Medical Care

- If employee able to transport self to medical care, then the employee notifies their supervisor and contacts Human Resources to alert them of the medical need.
- HR provides **Initial Report of Injury Form** to be completed to authorize medical treatment.

or

### No Immediate Medical Care Needed

- If immediate medical care is not needed, employee notifies their supervisor and contacts HR when care is needed.
- Examples are in the case of an accident that does not seem to need medical treatment but later does or an ergonomic injury that occurs over time.

## Step 2

### Employee Incident Report

- HR provides **Incident Report Form** to the employee and supervisor.
- If employee is able, they complete the employee section of **the Incident Report Form** as soon as possible.
- Employee gives form to their Supervisor.

and

### Supervisor's Incident Report

- The Supervisor completes their section of the **Incident Report Form**.
- The Supervisor forwards the form to the EHS Director.

and

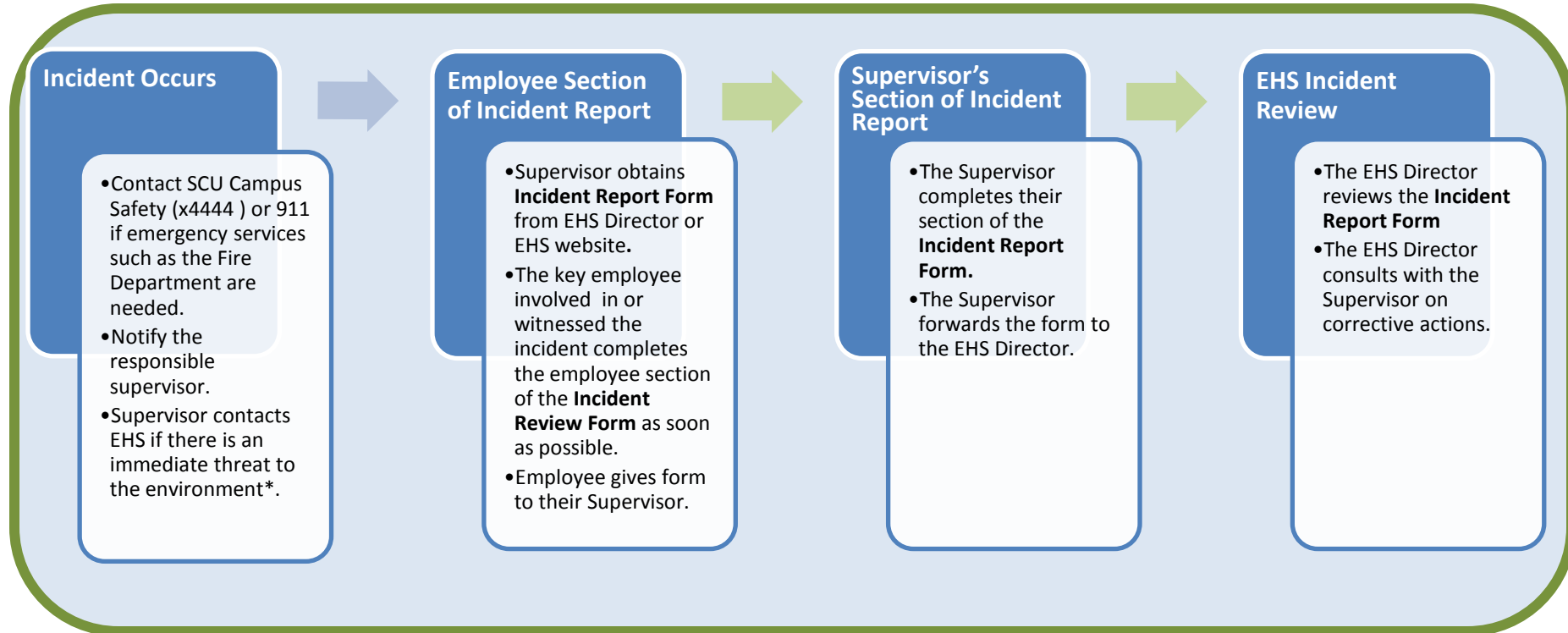
### EHS Incident Review

- The EHS Director reviews the **Incident Report Form**
- The EHS Director consults with the Supervisor on corrective actions.

**\*NOTE: for bloodborne pathogen exposure, treatment must begin within 2-6 hours after exposure occurred and for serious injury, illness, or fatality, EHS must report as required by Cal/OSHA (8 CCR 342) within 8 hours.**

# Incident Report and Review Process

For Non-Injury Incidents such as Fires, Spills, Unplanned Emissions, Near Misses and Accidents without Injuries



**NOTE: EHS will implement actions to minimize environmental threat and depending on the nature of the spill or release, immediate governmental agency notification maybe required.**