**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.

**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.

**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.

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

**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

**Incident Occurs**
- Contact SCU Campus Safety (x4444) or 911 if emergency services such as the Fire Department are needed.
- Notify the responsible supervisor.
- Supervisor contacts EHS if there is an immediate threat to the environment.*

**Employee Section of Incident Report**
- Supervisor obtains Incident Report Form from EHS Director or EHS website.
- The key employee involved in or witnessed the incident completes the employee section of the Incident Review Form as soon as possible.
- Employee gives form to their Supervisor.

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

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

*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.*