



California Health Sciences University

UNIVERSITY

CHSU REPORTING POLICY AND PROCEDURES FOR ON-CAMPUS INCIDENTS, ACCIDENTS, AND INJURIES

PURPOSE

This policy establishes procedures for reporting of injuries, accidents, incidents, and occupational illnesses or diseases that occur on the CHSU campus or at CHSU events.

Accident and incident reports and investigations will help to identify the underlying cause of the accident or injury and allow CHSU to implement corrective actions that might be indicated.

SCOPE

This policy applies to all students, visitors, faculty, staff, and any other person who sustains injury or is involved in an incident or accident on the CHSU campus or at a CHSU off-campus event.

POLICY STATEMENT

Reporting of accidents, injuries or occupational illnesses that occur on CHSU property or at a CHSU event is required. Staff, faculty and students who are assigned responsibility for an activity should immediately investigate and report all occurrences as described in this Policy. Similarly, any person who is injured or suffers an occupational illness or is involved in an incident or accident on CHSU property or at a CHSU event should report it promptly.

If a student experiences an accident or injury on campus, the student should report the incident to the Director of Security or the Facilities Department, and the student's college-specific Student Services office as soon as possible, and no later than 24 hours after the occurrence. If the University is closed, the incident should be reported the next business day.

If a member of the faculty or staff (including student-employees) experiences an accident or injury on-campus or at an event related to work at CHSU, the accident or injury should be reported to the



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Department of Human Resources, which will work to coordinate any necessary reporting to the University's workers' compensation insurer and handling of any required leave of absence or injury accommodation. (The University's Policy concerning Workers' Compensation is posted on the University's web site at: <https://chsu.edu/wp-content/uploads/2021/08/CHSU-Workers-Compensation.pdf>)

For all accidents and injuries, a member of the Facilities Department will complete an accident/injury report and forward the report to the Business Department and legal counsel. A preliminary review, if warranted, will gather additional detailed information while it is fresh and accurate in the minds of those involved or who may have witnessed the incident. The Director of Security will assess the situation and details provided. Should there be any corrective action needed to prevent further future incidents, the Director of Security will develop and implement the corrective action. Data and statistics from all incident reports will be collected, analyzed and presented to the Environmental Health & Safety Committee for review. This information will assist that committee in determining whether additional intervention is needed. Reportable events may include, but are not limited, to the following:

- Any injury to a student occurring on University premises or in connection with University business.
 - A condition presenting a safety hazard.
 - Damage to University property.
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RESPONSIBILITIES

A. The Vice President of Operations is responsible for implementing the provisions of this policy.

HISTORY (R*)

Approval Date:

03/03/2025

04/19/2021

08/14/2018

Revision Date(s):

02/20/2025

04/19/2021

Reviewed Date(s):

02/26/2025

RACI

R: Vice President of Operations

A: Vice President of Operations

C: Vice President of Operations, Director of Security, Legal Affairs

I: CHSU Community