

# CR COLLEGE OF THE REDWOODS

**INJURY & ILLNESS PREVENTION PROGRAM**

**FOR**

**REDWOODS COMMUNITY COLLEGE**  
**DISTRICT**



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## **INTRODUCTION**

College of the Redwoods is committed to maintaining a safe environment for its students, faculty, staff, visitors, and members of the general public. In order to maintain a healthy and safe work environment, the Redwoods Community College District has developed this Injury & Illness Prevention Program (IIPP) for all employees to follow. College of the Redwoods abides and promotes the state and federal laws that make the safety and health of all employees the first priority. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making safety a high priority for every employee, and having the cooperation of all employees in detecting hazards and reporting dangerous conditions, we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Redwoods Community College District.

## **GOALS**

Diligent implementation of this program will reap many benefits for College of the Redwoods Community College District. Most notably, it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel, as well as students, faculty, staff, and visitors.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

## **STATUTORY AUTHORITY**

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

*College of the Redwoods Community College District does not discriminate against any person on the basis of race, color, national origin, sex, religious preference, age, disability (physical and mental), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), gender identity, sexual orientation, genetics, military or veteran status or any other characteristic protected by applicable law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. College of the Redwoods also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.*

## **RESPONSIBILITY**

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with the **Vice President of Administrative Services**. They may delegate the authority and responsibility for the overall management of the health and safety of the college as needed. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under their final authority. The responsibility for overseeing the development, implementation and maintenance of the Injury and Illness Prevention Plan rests with the Program Coordinator. The Chair of the Life Safety Committee has been appointed as the Program Coordinator and will continue until another person is assigned.

It is the responsibility of Administrators, Deans, Directors, Division Chairs, Managers, and Supervisors, (known as “Administrators” herein), to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control. They are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow, and ensuring that employees receive the general safety training. All Administrators must also ensure that appropriate job specific safety trainings are received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

**Director of Human Resources**, is responsible for supervising the processing of employee worker compensation related injury and illness concerns, coordinating the District’s safety-training program, and managing related documentation.

**Director of Facilities & Planning**, is responsible for managing the self-inspection program (identifying potential unsafe conditions of facilities and mitigation), providing technical advice to Administrators, and conducting annual inspections of all facilities.

**The Chair of the Life Safety Committee** will coordinate all Safety Committee meeting activities including but not limited to developing and distributing the meeting agenda, ensuring completion and distribution of meeting minutes, and managing the completion of the goals and objectives set by the Safety Committee. The Safety Committee reviews trends, recommends mitigation, and advises Management on safety issues. Steve McKenzie, Director of Facilities & Planning, currently holds this position.

[Steven-McKenzie@Redwoods.edu](mailto:Steven-McKenzie@Redwoods.edu)

**Employees** are responsible to perform the duties at a level that meets all aspects of the Injury & Illness Prevention Program. Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

# Life Safety Committee Charge

Open and uses voting by majority decision-making processes

## **Charge:**

- (1) Study, review, advise and recommend regulations and procedures relating to the safety and security of persons and of district facilities.
- (2) Review safety, health and environmental issues that affect the campus.
- (3) Advise the Director of Facilities & Planning on safety issues.
- (4) Make recommendations regarding campus emergency procedures and training
- (5) Make recommendations regarding parking and traffic control.
- (6) Make recommendations regarding hazardous wastemanagement.
- (7) Make recommendations regarding equipment and other issues affecting classroom safety.
- (8) Assist and support any college planning process as needed or requested.
- (9) Receive reports about unsafe conditions and direct them to the appropriate department along with any recommendations.
- (10) Review student accident reports, police statistical reports for the campus, and staff accident reports in order to help identify unsafe work practices and/or campus conditions and suggest possible remedies to the appropriate department(s).
- (11) Make recommendations regarding campus emergency procedures.
- (12) Encourage input and feedback from all individuals with regard to campus safety related ideas, problems, and solutions.

## **Structure:**

The Life Safety Committee is comprised of appointed representatives from all of the campus community constituent groups. Voting members shall include the following:

- (13) Administration
- (14) Classified
- (15) Faculty
- (2) Management/Confidential
- (1) ASB

## **Chair:**

Elected/appointed by the committee/Administration at the first meeting of each fall semester.

## **Quorum:**

A quorum, consisting of one member from three of the five voting constituencies, shall be required to conduct business.

## **Reporting:**

Reports to Vice President of Administrative Services currently filled by Julia Morrison.

[Julia-Morrison@Redwoods.edu](mailto:Julia-Morrison@Redwoods.edu)

## **COMPLIANCE**

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Administrators will set positive examples for working safely and require that all staff under their direction work safely.
2. Administrators will develop procedures that establish rules and safe practices for employees to follow, provide the general safety training necessary, and ensure effective compliance of established college health and safety policies.
3. Administrators will identify and include in budget requests the resources necessary to provide a safe work environment through job specific training and purchasing of appropriate personal protective equipment.
4. Administrators are responsible for the enforcement of the Injury & illness Prevention Program among the employees and students under their direction. Immediate responsibility rests with each individual employee and/or student to comply with the established safe practices.
5. Administrators are responsible for evaluation of employee compliance, and will establish appropriate means of recognition for employees who demonstrate safe work practices.

Redwoods Community College District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its faculty, staff, students, visitors, and members of the general public.

## **HAZARD IDENTIFICATION**

A health and safety workplace inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of the Director of Facilities & Planning, Public Safety and each department to ensure that appropriate, systematic safety inspections are conducted periodically. . The three systems for identifying and evaluating workplace hazards are:

### **Scheduled Safety Inspections**

Upon initial implementation of this Program, inspections of all work areas will be conducted. All inspections will be documented using the appropriate inspection form and followed up with the necessary correction of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections will be conducted to detect and eliminate any hazardous conditions that may exist on campus.
2. Inspection of all potentially hazardous areas (Maintenance, Auto Shop, Welding, Gun Range, Wood Shop, Cafeteria, Bookstore, Gymnasium, Photo and chemical labs, etc.) are conducted continuously by staff assigned to work in the area. Any safety issues found will be reported to the Director of Facilities & Planning for resolution.

## **Unscheduled Safety Inspections**

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. A Safety Committee member and/or Facilities & Planning representative will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

## **Periodic Department workplace inspections conducted by Administrators:**

The general concept is that Facilities & Planning will conduct inspections of public and joint use areas and departments will inspect areas under their control (such as offices, specialized labs, and Child Development). Facilities & Planning Department will manage the program and provide time windows for conducting inspections. Guidance for department inspections is as follows.

1. The person with the most detailed knowledge of specialty program requirements should conduct specialty inspections (e.g. the Chemistry Lab Technician should inspect the Chemistry Lab). A comprehensive safety inspection will be completed annually unless program requirements are more stringent (e.g. Child Development Center, Science Labs, and Food Service). In this case, the inspections will be completed as defined by the program requirements. The Facilities & Planning Department will provide the time window for completing the annual inspections and programs with more frequent inspection requirements will schedule their own additional inspections.
2. The Director of Facilities & Planning, Public Safety, and the Life Safety Committee members will ensure that inspections are completed and that appropriate follow-up actions are taken to fix the problems identified.
3. Departments will conduct an initial inspection when a program is first established.
4. Departments will conduct an inspection of affected areas whenever a new substance, process, standard, procedure or piece of equipment is introduced to the workplace and could represent a new occupational safety and/or health hazards.
5. Deans will contact the Facilities & Planning Department for major program change any proposed change that would affect the facilities or structures.
6. Copies of completed department inspection checklists and resulting work orders will be distributed to Facilities & Planning with a summary provided to the Safety Committee.
7. Personnel designated to perform workplace inspections may be subject to disciplinary action for failing to complete inspections or falsifying inspection forms.

### **Facilities & Planning will:**

1. Provide departments with information on how to implement a self-inspection program and provide needed materials.
2. Inspect affected areas whenever the District is made aware of a new or previously unrecognized hazard.
3. Inspect multi-use areas and general public access areas at least semi-annually.
4. Schedule department annual inspections of offices and specialty areas.
5. Inspect all District facilities annually.
6. Coordinate the use of outside safety experts to supplement the District's in-house inspection program. Property and Liability Inspections by outside safety experts will be conducted every other year.
7. Follow up with Administrators on actions taken to fix problems identified during department and Facilities & Planning inspections.

### **The report of Possible Unsafe Conditions and Work Orders:**

1. Any employee may report an unsafe condition. Reporting can be anonymous. Possible Unsafe Condition and Work Order forms are available at the Facilities & Planning office and individual departments, and online on the College's website.

### **ACCIDENT INVESTIGATIONS**

Employees are responsible to report accidents immediately to their Supervisor and the Human Resource Office. Supervisors in coordination with CSEA representation will investigate accidents, injuries, occupational illnesses, and near-miss incidents to identify the causal factors or hazards immediately. In the event of a serious incident, Facilities & Planning staff will assist with the investigation, bringing in outside experts if needed. Appropriate repairs or procedural changes will be implemented promptly to mitigate the noted hazards.

To ensure timely accounting for workers' compensation procedures, both employees and supervisors must complete their respective accident reports (Appendix D). Additional forms are available in Administration and Human Resources Offices, and online at the College's webpage.

All occupational injuries, illnesses, or exposures to hazardous substances must be reported to Human Resources within 24 hours after the incident becomes known to the Supervisor. For those injuries that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours (other than observation), Human Resources will contact Cal/OSHA within 8 hours after notification of the incident.

### **HAZARD CORRECTION**

The Director of Facilities and Planning is responsible for Hazard Correction. The Director of Facilities and Planning will establish priorities and develop action plans to mitigate identified



hazards. Priorities will be based on the severity of the hazard and the need to safeguard employees from serious injury or illness. Administrators will take immediate action to mitigate hazards that present an immediate danger to life or limb. All affected employees will be notified of the hazard. If the hazard cannot be immediately abated, all personnel will be removed from the affected area. Access to the area will be controlled until the safety of personnel can be assured. Employees remaining to correct the hazardous condition may do so only if they are properly trained and safeguarded and are fully aware of the condition and precautions necessary to protect themselves. Administrator's will work with the Director of Facilities and Planning to develop and implement program modifications to protect students and employees after hazards are identified and before a permanent solution to eliminate the hazard is put in place.'

## **TRAINING**

Effective dissemination of safety information lies at the very heart of a successful Injury and Illness Prevention Program. All employees including Administrators shall have training and instruction on general and job-specific safety and health practices.

### **General Safe Work Practices**

At a minimum, all employees will be trained in the following:

1. Fire Safety, Fire Extinguisher, Fire Prevention.
2. Emergency Preparedness
3. Hazard Communication - Globally Harmonizing System (GHS) and Safety Data Sheets (GHS - Required for all employees at least once during employment and again if new hazards are introduced to the work environment and if job duties change.
4. Injury & Illness Prevention Program. – Required for all employees at least once during employment and again if the IIPP changes.
5. Blood Borne Pathogens. - Required for all employees with annual refresher requirement.
6. Sexual Harassment –Administrators Managers and Supervisors will be assigned 2 hours of Sexual Harassment (AB 1825) training once every 2 years.
7. Mandated Reporting – Annually. (For those employees working with students under the age of 1
8. Sexual Harassment - Non-Supervisory Staff will be assigned 1 hour of Sexual Harassment (SB1343) training once every 2 years.

## Specific Safe Work Practices

In addition to this general training, each employee will be instructed on how to protect themselves from the hazards specific to their individual job duties. At a minimum, this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented:

1. Every employee with respect to hazards specific to their job assignment.
2. Employees that receive new job assignments for which training has not previously been provided.
3. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
4. Whenever the employer is made aware of a new or previously unrecognized hazard.
5. Administrators are to familiarize themselves with the safety and health hazards to which workers under their immediate direction and control may be exposed.

It is the responsibility of each Administrator to know the hazards related to his/her employee's job tasks and ensures they receive appropriate training.

1. Administrators will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Administrators will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace, which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to Administrators attention.
3. All training will be documented and kept in employee files.

## COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented.

The district will use email and the Redwoods CCD website to distribute and promote safety to employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be provided as they become available.

Administrators will provide time at periodic staff meetings to discuss safety topics. The Life Safety Committee, through its meeting minutes, will report to campus on the status of safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal.

Additional communication methods to be used are:

XX Posters      XX Meetings      XX Manuals

Employees are encouraged to bring to the Redwoods Community College District's attention any potential health or safety hazard that may exist in the work area by contacting the Director of Facilities & Planning or their immediate supervisor. Communication methods can include e-mail, work order, phone message or face-to-face contact.

Administrators will follow-up on all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

### **DOCUMENTATION**

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the Facilities & Planning Office for at least the length of the time indicated below:

1. Copies of all IIPP Facility Safety Inspections. Retain 5years.
2. Copies of Safety Committee Meeting Agendas, attachments, and meeting minutes. Retain 5 years.

The following records will be kept on file in the Human Resources Office:

1. Copies of all Accident Investigation Forms.
2. Copies of all Employee Training Checklists and related Training Documents.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Office of Human Resources during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at Redwoods Community College District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact Steve McKenzie, Chair-Life Safety Committee at (707) 476-4382 or at [Steven-McKenzie@Redwoods.edu](mailto:Steven-McKenzie@Redwoods.edu)

# Appendix A Laboratory Inspection Checklist

Redwoods Community College District

## Laboratory Inspection Checklist

Responsible Person: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

Department: \_\_\_\_\_

Fall Semester \_\_\_\_\_

Building/Room: \_\_\_\_\_

Spring Semester \_\_\_\_\_

*As a condition of the campus Injury and Illness Prevention Program (IIPP), specific departments are required to conduct periodic **self-inspections** of all trade and educational workshops and laboratories, where power equipment and/or hazardous materials are used. This checklist or any other form of documentation can be used to fulfill the requirement. Risk Management recommends that departments conduct semi-annual self-inspections.*

**Check whether this Room is in compliance With each item listed.**

<input type="checkbox"/>	<b>YES</b>	This is a requirement for this room and is in compliance
<input type="checkbox"/>	<b>NO</b>	This is a requirement for this room, but is NOT in compliance during this self-audit.
<input type="checkbox"/>	<b>N/A</b>	This is not applicable in this room OR this is not applicable at time of inspection.

In Compliance?  
YES NO N/A

Notes/ Date Corrected

### A. REQUIRED RECORDKEEPING

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------|
| 1. A current inventory of chemicals used or stored in the lab is available and has been updated within the last year              |
| 2. Safety Data Sheets (SDS) for every chemical on the inventory are readily available on file and/or on-line during working hours |
| 3. All employees in this lab/ room have current safety training                                                                   |
| 4. Chemical Hygiene Plan and other written safety procedures are available                                                        |

_____
_____
_____
_____

### B. HOUSEKEEPING PRACTICES

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Refrigerators, microwaves, freezers, or ice machines in HazMat areas are labeled <b>"NO Food or Beverage"</b> – no sodas, snacks, or other food stored inside |
| 2. Food/ beverage containers are absent in areas where hazardous materials are used/ stored                                                                      |
| 3. Refrigerators and freezers for food/beverage are labeled <b>"FOOD ONLY"</b>                                                                                   |
| 4. Fume hoods, counters, and secondary containers are free of spilled material                                                                                   |
| 5. Incompatible chemicals on counters/ shelves are segregated to prevent mixing                                                                                  |

_____
_____
_____
_____
_____

### C. EMERGENCY PROVISIONS

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Documentation shows that eyewashes & emergency showers have received monthly flushing                                                         |
| 2. Emergency equipment (i.e. eye washes, showers, fire extinguishers) are free of obstructions, easily accessible, and in good working condition |
| 3. All exit routes, aisles, and emergency doors are free from obstruction                                                                        |
| 4. Fire extinguishers, if any, are clearly marked, charged, securely mounted, unobstructed and inspected annually by FM and monthly by employees |
| 5. A copy of the Emergency Action Plan is available and evacuation diagrams are present                                                          |

_____
_____
_____
_____
_____

### D. COMPRESSED GAS CYLINDERS

No cylinders in room

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |                                                                                      |
|--------------------------------------------------------------------------------------|
| 1. Gas cylinders are clearly labeled identifying their contents and properly secured |
| 2. CGA connections on regulators are appropriate for gas(es) in use                  |
| 3. Fuel gas cylinders are stored at least 20 feet from oxygen gas or spark sources   |
| 4. When not "in use", regulators are removed and replaced with cylinder caps         |
| 5. Regulators in use are not leaking and in good condition                           |

_____
_____
_____
_____
_____

### E. FUME HOODS

No fume hoods in room

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Not used for routine storage of chemicals or equipment	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. All work and material located at least 6 inches inside fume hood	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Air flow is not blocked by equipment/ materials stored in hood	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Sash is lowered/ closed when not in use	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Sash at or below arrows when in use	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Certification sticker indicated fume hood inspected within past year	_____

### G. CHEMICAL STORAGE AND HANDLING

<1L stored in room

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Incompatible chemicals are stored separately and all chemicals are stored by hazard class	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. All chemical containers such as bottles, cans, beakers, flasks, and vials have a legible label or tag stating the contents and appropriate warnings and are in good condition	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Flammable liquids totaling more than 10 gallons are stored in NFPA approved flammable self-closing cabinets	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Containers are capped or closed when material is not being added or removed	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Solvents and other hazardous liquids are stored off the floor	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Flammable liquids and gases are stored away from open flames, spark sources, strong oxidizers, hydrogen or oxygen cylinders, and distillation units	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Peroxide formers are disposed of by expiration date or tested for peroxide concentration and labeled with date received and date opened	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Flammables that require refrigeration are stored in refrigerators marked as "Flammable Safe"	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Halogenated solvents (ie. Chloroform), that are <u>not</u> flammable, are <u>not stored</u> in cabinets labeled "Flammables Storage"	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Corrosives are stored below eye level	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Spill kits are available, labeled, and contents have not expired	_____

### H. HAZARDOUS WASTE

None stored in room

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Posted signs identify designated Accumulation Areas	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Different waste types are separated by secondary containers or space: (ie: sharps, chemical waste, hazardous lab trash, biological waste, and radioisotopes)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Every container, with even a drop of waste in it, has a dated, <b>signed</b> , and completed hazardous waste label	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Hazardous chemical waste is within <b>180 days</b> of the accumulation start date written on the label. ( <i>Take containers to stockroom if full or expired</i> )	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Waste containers are closed, except when waste is being added. <i>Funnels are not caps</i>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Waste containers are appropriately labeled (no abbreviations, formulas, or shorthand)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Biohazard waste is placed in red, biohazard bags or sharps containers and labeled appropriately	_____

### I. Electrical

No electrical concerns in this room

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. High voltage equipment is clearly labeled, properly guarded, and is restricted to use by trained personnel only	_____
--------------------------	--------------------------	--------------------------	--------------------------------------------------------------------------------------------------------------------	-------

Comments:

\_\_\_\_\_  
Signature of Person Performing Self- Inspection

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

# Appendix A: Classroom Inspection Checklist

Redwoods Community College District  
**Classroom Inspection Checklist**

**Responsible Person:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

**Department:** \_\_\_\_\_

Fall Semester \_\_\_\_\_

**Building/Room:** \_\_\_\_\_

Spring Semester \_\_\_\_\_

*As a condition of the campus Injury and Illness Prevention Program (IIPP), specific departments are required to conduct periodic **self-inspections** of all trade and educational workshops and laboratories, where power equipment and/or hazardous materials are used. This checklist or any other form of documentation can be used to fulfill the requirement. Risk Management recommends that departments conduct semi-annual self inspections.*

**Check whether this Room is in compliance With each item listed.**

<input type="checkbox"/>	<b>YES</b> This is a requirement for this room and is in compliance
<input type="checkbox"/>	<b>NO</b> This is a requirement for this room, but is NOT in compliance during this self-audit.
<input type="checkbox"/>	<b>N/A</b> This is not applicable in this room OR this is not applicable at time of inspection.

**In Compliance?**  
 YES NO N/A

**Notes/ Date Corrected**

## A. REQUIRED RECORDKEEPING

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. All employees in this lab/ room have current safety training	
--------------------------	--------------------------	--------------------------	-----------------------------------------------------------------	--

## B. Housekeeping Practices

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Exit paths are always clear to allow for unobstructed exiting in an emergency	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Emergency eye washes and drench showers have been checked within the last month and documented	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. The classroom is kept clean and tidy	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Fire extinguishers are present, unobstructed, and have been checked monthly and annually, and appropriate employees have been trained on how to use them	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Storage cabinets, book shelves and file cabinets above 5 feet in height are properly anchored to the studs in the wall	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Hazardous materials are stored in a secure location	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Emergency evacuation plans are hanging up by the designated exit doorway for easy reference	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Heavy boxes and materials are not stored on top of storage cabinets (empty boxes are OK)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Walking surfaces are clear of tripping hazards (cords, backpacks, boxes, sweaters, jackets, etc.)	

\_\_\_\_\_  
Signature of Person Performing Self- Inspection

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

# Appendix A: Office Inspection Checklist

Redwoods Community College District

## Office Inspection Checklist

Responsible Person: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

Department: \_\_\_\_\_

Fall Semester \_\_\_\_\_

Building/Room: \_\_\_\_\_

Spring Semester \_\_\_\_\_

*As a condition of the campus Injury and Illness Prevention Program (IIPP), specific departments are required to conduct periodic **self-inspections** of all trade and educational workshops and laboratories, where power equipment and/or hazardous materials are used. This checklist or any other form of documentation can be used to fulfill the requirement. Risk Management recommends that departments conduct semi-annual self inspections.*

**Check whether this Room is in compliance With each item listed.**

<input type="checkbox"/>	<b>YES</b>	This is a requirement for this room and is in compliance
<input type="checkbox"/>	<b>NO</b>	This is a requirement for this room, but is NOT in compliance during this self-audit.
<input type="checkbox"/>	<b>N/A</b>	This is not applicable in this room OR this is not applicable at time of inspection.

In Compliance?  
YES NO N/A

Notes/ Date Corrected

### A. REQUIRED RECORDKEEPING

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |                                                                                                   |       |
|---------------------------------------------------------------------------------------------------|-------|
| 1. All safety records are maintained in a centralized file for easy access? Are they current?     | _____ |
| 2. All employees have attended the Injury & Illness Prevention Program training?                  | _____ |
| 3. Does the department have a completed Emergency Action Plan                                     | _____ |
| 4. Are chemical products used in the office being purchased in small quantities? Are MSDS needed? | _____ |

### B. General Safety

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |                                                                                                                          |       |
|--------------------------------------------------------------------------------------------------------------------------|-------|
| 1. Exits, fire alarms, and pullboxes are clearly marked and unobstructed                                                 | _____ |
| 2. Aisles and hallways are unobstructed to allow unimpeded evacuation                                                    | _____ |
| 3. At least one fire extinguisher is clearly identified, unobstructed, charged, and currently inspected and tagged       | _____ |
| 4. Ergonomics issues are being addressed for employees using computers or at risk of repetitive motion injuries          | _____ |
| 5. A fully stocked first-aid kit is available and its location is known by all employees                                 | _____ |
| 6. Cabinets, shelves, and furniture over 5ft tall are secured to prevent toppling over during an earthquake              | _____ |
| 7. Books and heavy items are stored on low shelves and secured to prevent them from falling on people during earthquakes | _____ |
| 8. The office is kept clean of trash                                                                                     | _____ |

### C. Electrical Safety

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |                                                                                                                                                                                  |       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1. Are plugs and cords in good condition? No exposed conductors or broken insulation?                                                                                            | _____ |
| 2. Circuit breaker panels are accessible and labeled                                                                                                                             | _____ |
| 3. Are surge protectors used? If so, they must be equipped with an automatic circuit breaker, have cords no longer than 6ft in length, and be lugged directly into a wall outlet | _____ |
| 4. Is lighting adequate throughout the work environment?                                                                                                                         | _____ |

Comments:

\_\_\_\_\_  
Signature of Person Performing Self- Inspection

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**REDWOODS COMMUNITY COLLEGE DISTRICT**

**FACILITY SAFETY INSPECTION CHECKLIST**

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

**ADMINISTRATION AND TRAINING**

- | Yes                   | No                    | N/A                   |                                                                                                                        |
|-----------------------|-----------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Have all employees received General Safety Training (fire, earthquake, VDT's, lifting, emergency evacuation, etc.)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Are all employees familiar with the use of SDSs?                                                                    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Have all employees been instructed in how to operate the equipment they are required to use?                        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area?        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?          |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Are all training records up to date for each employee?                                                              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities?             |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted?    |

**FIRE SAFETY**

- |                       |                       |                       |                                                                                                                         |
|-----------------------|-----------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Are all fire exits clearly marked and unobstructed?                                                                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?       |



### **FIRE SAFETY (continued)**

- | Yes                   | No                    | N/A                   |                                                                                                                          |
|-----------------------|-----------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths?                      |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15. Are flammable gas cylinders stored at least 25 feet away from oxygen cylinders or ignition sources?                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?         |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?      |

### **ELECTRICAL SAFETY**

- |                       |                       |                       |                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------|-----------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?                                                                                                                                                                                                                                      |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 21. Are all circuit breaker panels accessible with labels identifying each switch's function?                                                                                                                                                                                                                                                          |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)                                                                                                                                                                                                                              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?                                                                                                                                                                                                                                                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 24. Are Ground Fault Circuit Interrupters available for use in wet areas?                                                                                                                                                                                                                                                                              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 25. Are the wheels on rolling files or other mobile equipment free from binding when rolled?                                                                                                                                                                                                                                                           |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.) |

## MECHANICAL SAFETY

- | Yes                   | No                    | N/A                   |                                                                                                                                 |
|-----------------------|-----------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)                 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?                        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?                    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?         |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?                                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 37. Are potable water, soap, and towels available for hand washing?                                                             |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?                                          |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?                    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 40. Are excessive noise levels adequately controlled?                                                                           |

## MECHANICAL SAFETY (Continued)

- | Yes                   | No                    | N/A                   |                                                                                                                                                                                                                |
|-----------------------|-----------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 41. Is an approved first aid kit available and its location known to all employees?                                                                                                                            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 43. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?             |

### **HAZARDOUS MATERIALS/PERSONAL PROTECTION**

- | Yes                   | No                    | N/A                   |                                                                                                                                                |
|-----------------------|-----------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 44. Are chemicals stored to prevent spills?                                                                                                    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 45. Are carcinogens handled safely to reduce employee exposure?                                                                                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?                                                       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 47. Are chemicals inventoried with copies provided to the Personnel Office?                                                                    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?                                      |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 49. Are all hazardous wastes disposed of and not poured into the sewer system?                                                                 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?                                      |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?                        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 54. Is hearing protection suitable for the hazards warranting protection available?                                                            |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?                                   |

**HAZARDOUS MATERIALS/PERSONAL PROTECTION (Continued)**

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

**COMMENTS**

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# APPENDIX B

## COR Employee Safety and Health Concern Form

In case of emergency call 911 and HR Office at (707) 476-4140

Name: (optional)	Date:
Area of Occurrence (Please be as specific as possible):	Phone number/ext:
<b>Hazard Report</b>	
Description of safety or health concern (Please be as specific as possible, i.e. what, where, when, attach photo if possible):	
<b>Safety Committee and Management Review</b>	
Recommended Actions:	
Action Taken:	
Date Completed:	Work Order Number:

## **APPENDIX C**

### **PAST SAFETY INSPECTIONS**

Past Safety Inspection forms are kept in the IIPP Binder located in the Facilities & Planning Office at the Eureka campus. This will be available to anybody at any time during normal work time. Del Norte and Hoopa will also keep a binder for their campuses. Copies of Del Norte and Hoopa Safety Inspection forms will be sent to the Life Safety Committee and be included in the Eureka Campus Binder.

## APPENDIX D

### ACCIDENT INVESTIGATION CHECKLIST

#### SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

(This report is confidential for transmission to attorneys for the District in the event that litigation arises out of this incident.)

NAME OF INJURED: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SEX \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ HOUR: \_\_\_\_\_ PHOTOS Y/N

DATE REPORTED: \_\_\_\_\_ HOUR: \_\_\_\_\_

ACCIDENT LOCATION \_\_\_\_\_

WITNESSES: NAMES; ADDRESSES; PHONE NUMBERS

1. \_\_\_\_\_

2. \_\_\_\_\_

TIME NOTIFIED \_\_\_\_\_ TIME ON SCENE \_\_\_\_\_ TIME OFF SCENE \_\_\_\_\_

#### FIELD INVESTIGATION

EXACT LOCATION OF INCIDENT \_\_\_\_\_

Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident

\_\_\_\_\_

Describe injuries / illnesses which you observed or which were described to you: \_\_\_\_\_

Describe demeanor of person involved and include statements made as "Excited Utterances":

\_\_\_\_\_  
\_\_\_\_\_

Describe shoes, physical appearance or any other characteristic that would contribute to understanding how the accident occurred:

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Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence:

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Steps taken to prevent similar incident:

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Did employee seek medical care? (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of medical facility/Doctor: \_\_\_\_\_

Date/Time \_\_\_\_\_

---

Investigators Signature

---

Date / Time form completed

---

Print Investigators Name