

INJURY AND ILLNESS INVESTIGATION

I. REFERENCES

- A. California Code of Regulations, Title 8
- B. [Injury and Illness Prevention Program](#)

II. POLICY

All injuries or illnesses resulting from work related activities shall be handled and reported in accordance with guidelines issued by the Office of Risk Management. Severe occupational injury/illness (e.g. hospitalization or amputation) or death shall be immediately reported to the Environmental, Health and Safety Office. Each occupational injury or illness shall be investigated to determine ways to prevent recurrence. Injury/illness data shall be maintained so that rates and trends may be evaluated, reported, and appropriate actions taken.

III. PROCEDURE

- A. The involved employee's supervisor or a departmental representative or other qualified person shall investigate each injury and illness. The Office of Environment, Health and Safety (EH&S) may be consulted to assist with the investigation. The primary purpose of the investigation is to determine causative factors related to the incident so that, in the future, similar injuries or illnesses may be prevented. The investigation should identify the following:
 - 1. Nature of injury (cut, burns, etc.)
 - 2. Part of body injured (finger, knee, etc.)
 - 3. Type of incident (struck against, slipped and fell, etc.)
 - 4. Hazardous condition (defective tool, improper ventilation, etc.)
 - 5. Agent associated with injury (knife, chemical, floor, etc.)
 - 6. Unsafe act (excess speed, load too heavy, etc.)
 - 7. Training related to injury
 - 8. Other related incidents
 - 9. Similar problems in other areas
- B. This investigation must be restricted to fact finding (not fault-finding) and should draw some conclusions about future preventative actions. Copies of all injury reports will be sent to EH&S for review. EH&S will evaluate each injury report and may conduct independent investigations at their discretion. An evaluation of injury and illness trends will be conducted on a regular basis so that EH&S efforts stress injury reduction in those areas.

IV. RESPONSIBILITY

- A. The department will conduct an investigation of each injury or illness in accordance with the IIPP.
- B. EH&S will evaluate individual injury/illness reports and injury/illness trends.
- C. EH&S shall, through training activities and frequent contacts with departments, support and encourage injury and illness prevention activities.