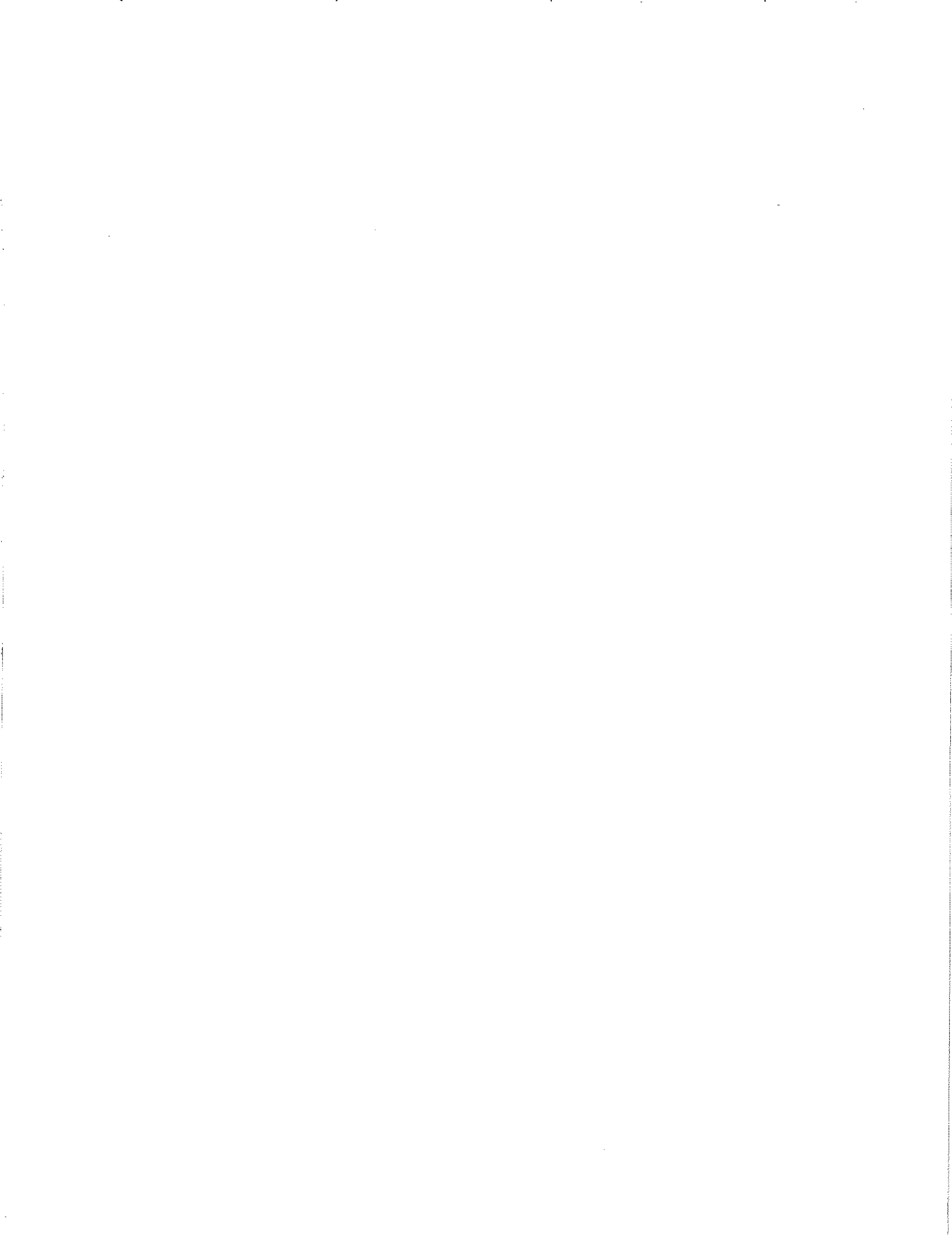


# **LAKE TAHOE COMMUNITY COLLEGE DISTRICT**



## **INJURY AND ILLNESS PREVENTION PROGRAM**

Adopted by the Board of Trustees  
March 29, 2005



# INJURY AND ILLNESS PREVENTION PROGRAM

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# INJURY AND ILLNESS PREVENTION PROGRAM

## I. INTRODUCTION

Pursuant to Senate Bill 198 all employers are required to establish and maintain a written Injury and Illness Prevention Program (IIPP).

The Injury and Illness Prevention Program must include:

- The identity of the person or persons with authority and responsibility for implementing the program.
- A means for identifying job safety and health hazards and for investigating accidents.
- Routine documented inspections and procedures to correct unsafe or unhealthy conditions.
- Documented training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment.
- A method for ensuring employee compliance with safe and healthy work practices including recognition and disciplinary action.
- A system for communicating with employees on safety and health matters that assures employee participation. A safety and health committee is suggested as a means of meeting this element of the standard.

The effective date of the regulation is July 1, 1991.

## **II. DISTRICT COMMITMENT TO SAFETY AND HEALTH**

### **A. Safety and Health Policy Statement**

The policy of the Lake Tahoe Community College District is to take all practical steps to safeguard employees, students and the public from accidents and to provide a safe and healthy work and educational environment. Therefore, an Injury and Illness Prevention Program (IIPP) has been established for the Lake Tahoe Community College District.

It is the goal of the IIPP to save lives and prevent injury. In order to meet this goal, it is important that all employees support the IIPP and comply with all federal, state, and local laws and ordinances pertaining to accident prevention and safe working conditions.

All employees have an obligation to perform their job duties in a safe manner. Safety is everyone's responsibility and safe performance of duties is an integral part of overall job performance.

### **B. Objectives of the Injury and Illness Prevention Program**

The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of the district's employees, students and the public, and to provide a safe and healthy work environment. It is a tool to maintain a safe and healthy environment for working and learning.

### **C. Location of the Injury and Illness Prevention Program**

A copy of the District's Injury and Illness Prevention Program is given to each regular employee. Another copy shall be kept at each site along with documentation of specific elements of the program (i.e., completed inspection checklists, site-specific job hazard assessments, supplemental training requirements, etc.) implemented at that site. A master copy of the Injury and Illness Prevention Program shall be kept in the office of the Vice President, Business Services.

### **D. Responsibilities for Safety and Health**

All District employees have an obligation to work safely and maintain a safe and healthy work environment. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations in his/her area.

## 1. PROGRAM ADMINISTRATOR

The person with overall responsibility and authority for implementing the Injury and Illness Prevention Program is:

NAME: Chris Janzen

TITLE: Vice President, Business Services

PHONE NUMBER: 530-541-4660 ext. 219

### DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:

The Vice President, Business Services is the Program Administrator responsible for writing the program, providing resources for implementation, implementation, and training.

The Program Administrator's duties include, but are not limited to:

- a) Maintaining a safety program that incorporates the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, accidents, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
- b) Consulting directly with management personnel and employees on loss prevention matters, and providing guidance necessary to assure effective administration of this program.
- c) Periodically evaluating compliance with the program within the District and its school sites and making periodic inspections of worker compliance with Cal/OSHA standards. The Program Administrator has authority to stop jobs when safety precautions are not being enforced. Verbal notification to stop a job will be followed by a written report to the Superintendent.
- d) Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed (i.e., Job Hazard Assessments), as well as applicable laws, regulations, and District safety rules and policies.
- e) Ensuring that employees are trained in accordance with this program.
- f) Developing methods for abating workplace hazards.
- g) Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the District.

## **2. ADMINISTRATORS**

Administration has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely depending on work areas, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities, and waste of materials at each site. To meet this goal, management will, to the best of their knowledge and ability:

- a) Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b) Provide the leadership and direction necessary for administering District and/or departmental safety policies, rules and regulations.
- c) Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d) Promote safety training and education. Review Job Hazard Assessments within their jurisdiction and ensure applicable supplemental training has been received.
- e) Establish a policy of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District personnel and assets and to follow federal, state and local safety standards and regulations.
- f) Ensure that all accidents are immediately investigated and reported promptly to Vice President, Business Services.
- g) Encourage employees to bring to the District's attention any potential health or safety hazard that may exist.

## **3. MANAGERS/DIRECTORS/SUPERVISORS**

Each manager/director/supervisor shall ensure compliance with the provisions of the program within his/her department to ensure that:



- a) All personnel are briefed and fully understand safety procedures and policies and enforce their use for each job class.
- b) All employees, full-time or part-time, regular or temporary, are trained upon hire and retrained, when necessary, in safety procedures related to their job assignments. A Job Hazard Assessment Form has been completed for their site and all employees have received the required supplemental training
- c) Written documentation is maintained reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- d) All employees are instructed and understand the use and need for protective equipment relating to the job.
- e) Necessary safety equipment and protective devices for each job are available and used properly. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control effort.
- f) Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g) All accidents are thoroughly investigated, recorded, and promptly reported to the Vice President, Business Services.
- h) Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed.
- i) Employees understand that following safe work procedures is required of all District employees; adherence to District safety policies may be considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- j) In-service educational programs are planned periodically for all employees and that documentation is maintained for all educational activities.
- k) Proper safety procedures are prepared and used for all hazardous operations.
- l) All periodic inspections within his/her jurisdiction are completed as scheduled.
- m) Chemical hazards are known to employees, material safety data sheets are available, and employees are trained on the safe use and disposal of such chemicals.

#### **4. EMPLOYEES**

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and others, and to be alert to safety issues. To accomplish this goal, employees will:

- a) Adhere to all safety policies and procedures.
- b) Report potential unsafe conditions to their immediate supervisor.
- c) Keep work areas clean and orderly at all times and use all safeguards and safety equipment. Wear safety protective devices as necessary (or when instructed to do so).
- d) Report injuries immediately and seek immediate medical attention when required.
- e) Learn to lift and handle materials properly.
- f) Cooperate and take part in the IIPP workshops, training, and safety meetings as appropriate.
- g) Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- h) Use only the prescribed equipment for the job and use it properly.

#### **5. STUDENTS**

Students shall be encouraged to:

- a) Support District safety requirements for employees and students.
- b) Help the District in its hazard correction activities.
- c) Serve on college safety committees when appointed.

#### **6. FACULTY (In addition to those listed in Section 4.)**

- a) Train students in safe uses of equipment, machinery, and materials.
- b) Maintain safe and orderly instructional areas.
- c) Supervise students, with safety being the ultimate consideration.

### III. HAZARD IDENTIFICATION, EVALUATION AND CONTROL

#### A. Inspections

##### 1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine causes, and to recommend corrective action.

##### 2. Scheduled Inspections

Inspections of District facilities will be conducted as follows:

District Facility	Frequency	Conducted by
Special Hazard Areas	Daily	As assigned by Program Administrator
Main Campus Operations	Monthly	Director, Maintenance & Operations
Art and Science Areas	Monthly	Art and Science Faculty and Staff
Theater	Monthly	Theater Arts Faculty and Staff
Physical Education Building	Monthly	Maintenance Technician
Child Development Center	Monthly	CDC Director
Office Areas	Monthly	Office Personnel
Kitchen	Weekly	Food Service Manager
Maintenance Shop	Monthly	Maintenance Technician
District-wide	Bi-Annually	Liability Administrator or Insurance Carrier

##### 3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator may conduct unscheduled, unannounced inspections. The list of subjects for these inspections may be chosen randomly, but with particular emphasis on:

- General Maintenance
- Storage and Handling of Hazardous Materials
- Use of Personal Protective Equipment
- Proper Use and Storage of Equipment and Machinery

##### 4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment determined to be unsafe for use shall be tagged by the inspector and shall not be used until the condition has been corrected.

##### 5. Documentation of Inspections

Inspection Checklist forms, appropriate for each site, will be kept in the Injury and Illness Prevention Program binder. Copies of completed inspection reports should be filed in the IIPP binder at each site and at the office of the Vice President, Business Services. The original should be forwarded to the Director of Maintenance and Operations, with the appropriate work orders, if corrective measures are required.

## **B. Employee Hazard Reporting Procedure**

Employees should immediately make every effort to correct hazards within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Report of Unsafe Condition or Hazard form to report hazards (anonymously, if they wish). The form should be submitted to the Director of Maintenance and Operations, along with completed work orders, if needed. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

## **C. Job Hazard Assessments**

Each supervisor, in conjunction with the Program Administrator and the Safety Committee, shall maintain and periodically update a Job Hazard Assessment (JHA) form for the job classifications within his/her jurisdiction. The Job Hazard Assessment will be used to determine supplemental training requirements for each employee at each site. Current JHA shall be maintained in the Injury and Illness Prevention Program binder at each site.

## **D. Imminent Hazard**

Whenever possible, the District will correct any hazard which might cause risk of imminent harm. When such a hazard exists which the District cannot correct immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

# **IV. SAFETY AND HEALTH TRAINING**

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthy work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthy work practices. To achieve this goal, the District will provide general safety procedures training and special hazards or safety procedures training specific to that employee's work assignment.

## **A. Training Schedule**

Training will be provided as follows:

- a) Upon hiring and as appropriate thereafter;
- b) When an employee is given a new job assignment for which training has not previously been provided;
- c) When new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
- d) When the District is made aware of a new or previously unrecognized hazard; and
- e) When the District, Program Administrator, or department manager believes that additional training is necessary.

## **B. Training of Supervisors and Employees**

The District will be responsible for providing and developing formal safety training in specific areas for supervisors and employees as applicable.

## **C. Areas of Training**

Injury and Illness Prevention Program (IIPP)  
Hazardous Waste Operations and Emergency Response (HAZWOPER)  
Bloodborne Pathogens  
Personal Protective Equipment (PPE)  
Fire Safety and Fire Extinguisher Operation  
Electrical Safety Related Work Practices, including Confined Spaces  
Communications Standard "Community Right-To-Know"  
Ergonomics  
Emergency Action Plans  
OSHA's Laboratory Standard  
Other programs as necessary

## **D. Documentation of Training**

Documentation of training for each employee shall be maintained in writing by completing the Training Verification Form. A copy of each Training Verification Form shall be maintained on file at the Business Services office.

## **V. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES**

### **A. Safety Meetings**

Safety meetings are one method of communicating safety to employees. Safety meetings will be conducted by department managers as required. During these meetings, each manager shall discuss with the employees under his or her direct supervision such issues as:

- a) New hazards that have been introduced or discovered in the workplace;
- b) Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and
- c) Any health or safety issue deemed by the manager to require reinforcement.

### **B. Anonymous Notification Procedures**

Employees may inform the District of workplace hazards anonymously by submitting a Report of Unsafe Condition or Hazard Form to the Director of Maintenance & Operations. The Director of Maintenance & Operations shall investigate all such reports in a prompt, thorough, and confidential manner.

### **C. Posters/Signs**

The District will distribute safety and health posters. Where appropriate, signs and posters will be used to help maintain a high level of safety awareness on the job.

### **D. Newsletter**

The District will distribute safety newsletters and bulletins. Sample issues will be maintained in the Injury and Illness Prevention Program binder.

### **E. Safety Committee**

#### **1. District Safety Committee**

The District Safety Committee shall be appointed through established procedure. It shall include representatives from faculty, classified staff, students, and administrators to meet the District's needs.

The District Safety Committee will serve in an advisory capacity and shall:

- a) Assist the Program Administrator in the development of safety policies, regulations, site-specific job hazard assessments, inspection techniques, and schedules.
- b) Aid the Program Administrator in the review and analysis of accident reports. Make recommendations to the Program Administrator with regard to the elimination of safety hazards or unsafe practices.
- c) Assist in conducting periodic on-site safety inspections.
- d) Assist in the development of in-service safety training programs and/or their use.
- e) Assist the Program Administrator in the review and selection of literature and other material suitable for distribution throughout the District to assist in training or advertising the Injury and Illness Prevention Program.
- f) Assist the Program Administrator in developing a budget for the implementation of the Injury and Illness Prevention Program.

The District Safety Committee should meet as necessary to develop safety programs and consider District safety needs, at least quarterly.

It is the responsibility of the District Safety Committee to share safety posters, films, pamphlets, accident data, and other safety and health information.

## **2. Responsibilities of Safety Committee Chairperson and Secretary**

The committee will elect a chairperson and a secretary. It will be the responsibility of the chairperson to:

- Schedule all meetings
- Prepare an agenda for all meetings
- Conduct all meetings
- Follow up on committee recommendations

It will be the responsibility of the secretary to:

- Keep minutes of all meetings on file
- Convey a copy of meeting minutes to the Program Administrator

## **VI. ACCIDENT INVESTIGATION**

### **A. Purpose**

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring.

## **B. District Policy**

Employees involved in a work-related accident shall fill out a workers' compensation form in the Human Resources office. All work-related accidents involving employee injuries and/or property damage will be investigated by the District in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may prevent serious accidents in the future. Accident investigations will be documented in writing using the Incident Report form.

## **C. Responsibility For Accident Investigation**

The supervisor of the affected area shall be responsible for conducting the accident investigation in a timely manner.

## **D. Procedures For Investigation Of Accidents**

The following facts shall be gathered by the accident investigator:

Who was involved? Include injured employees and witnesses.

What happened? Describe what took place and include any equipment/machinery/tools which were involved.

When did the accident occur? What time of day, day of the week, shift, did the accident occur? Was an employee working overtime involved?

Where did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts, determine:

Why the accident occurred. Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment involved?

How could this accident have been prevented?

What action has been taken to prevent similar accidents from occurring in the future.

## **VII. ENFORCEMENT OF THE SAFETY PROGRAM**

### Disciplinary System

An effective Injury and Illness Prevention Program requires employee participation. Employees shall comply with all safety rules and regulations implemented by the District. Disciplinary action taken for violations will follow the established process for all employees as defined in the Education Code and Board Policy (Chapter V Section 5.06 N.).



VIII. FORMS FOR USE IN IMPLEMENTING SAFETY PROGRAMS

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

Report of Unsafe Condition or Hazard

Location of condition believed to be unsafe or hazardous: \_\_\_\_\_

Date and time condition or hazard observed: \_\_\_\_\_

Description of unsafe condition or hazard: \_\_\_\_\_

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

What Changes Would You Recommend to Correct the Condition or Hazard? \_\_\_\_\_

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

<p><u>Optional:</u> Signature: _____ Date: _____</p>
--

**District Response:**

Name of person investigating report: \_\_\_\_\_

Results of investigation (what was found? was condition unsafe or a hazard?).

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

Action taken to correct hazard of unsafe condition, if appropriate (or, alternatively, information provided to employees as to why condition was not unsafe or hazardous).

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

Signature of person investigating the report: \_\_\_\_\_

Return to Program Administrator in Business Office

# LAKE TAHOE COMMUNITY COLLEGE DISTRICT

## Job Hazard Assessments

### STANDARD TRAINING

\*ALL EMPLOYEES\*

- Injury and Illness Prevention Program (IIPP)
- Hazard Communication Standard “Community Right-to-Know”
- Emergency Action Plans
- Fire Protection and Prevention
- Ergonomics
- 

### SUPPLEMENTAL TRAINING AS NEEDED BY POSITION DESCRIPTION

1. Bloodborne Pathogens
2. Personal Protective Equipment (PPE)
3. Cal/OSHA Laboratory Standard
4. Hazardous Waste Operations and Emergency Response (HAZWOPER)
5. Electrical Safety Related Work Practices
6. Confined Spaces

#### DEPARTMENT:

#### SUPPLEMENTAL TRAINING REQUIRED:

Administrative and Business Offices	None
Art	1, 2, 3, 4, 5, 6
Computer Applications/Office Technology	5
Bookstore	None
Child Development Center	1, 2
Computer Services	5, 6
Computer Science Labs	None
Disability Resource Center (DRC)	None

Food Service/Culinary Arts	1, 2, 5
Library	None
Maintenance & Operations	1, 2, 4, 5, 6
Media Services	2, 3, 4, 5
Physical Education	1, 2, 6
Photo Lab	2, 3, 5
Reprographics	2, 6
Science Labs	1, 2, 3, 5, 6
Student Support Center	None
Theater	1, 2, 3, 4, 5, 6
Faculty*	None (except as noted below)

\*Faculty in the art, drama, photography and science departments are required to attend supplemental training. The superintendent/president, vice presidents and deans should attend supplemental training required of their departments.

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

Training Verification

Name of Employee: \_\_\_\_\_

Date Employed: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Training Supervisor: \_\_\_\_\_

I, \_\_\_\_\_, have been trained and instructed in the following and agree to follow all College safety and health rules, policies and procedures (and have received the following written material).

A. General Safety and Health Issues Employee Training Supervisor

- 1. The College's Injury and Illness Program \_\_\_\_\_
- 2. Community Right-To-Know \_\_\_\_\_
- 3. Emergency Procedures \_\_\_\_\_
- 4. Fire protection and Prevention \_\_\_\_\_
- 5. Ergonomics \_\_\_\_\_

B. Hazards Specific to Employee's Job

- 1. Job Hazard Analysis \_\_\_\_\_
- 2. Personal Protective Equipment \_\_\_\_\_
- 3. Bloodborne Pathogens \_\_\_\_\_
- 4. OSHA's Laboratory Standard \_\_\_\_\_
- 5. Hazardous Waste Operations and Emergency Response (HAZWOPER) \_\_\_\_\_
- 6. Electrical Safety and Related Work Practices \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have trained or instructed \_\_\_\_\_ in all of the above noted categories. I also observed the employee performing his/her job tasks on \_\_\_\_\_ and observed him/her performing in a safe and healthful manner in accordance with this training and instruction.

\_\_\_\_\_  
Signature of Training Supervisor

\_\_\_\_\_  
Date

c: Employee  
Human Resources

**LAKE TAHOE COMMUNITY COLLEGE DISTRICT**

**INCIDENT REPORT**

REPORTED BY: \_\_\_\_\_ DATE REPORTED: \_\_\_\_\_  
Name  Employee  Student  Visitor  Other

PERSON(S) INVOLVED: \_\_\_\_\_  
 Employee  Student  Visitor  Other

MAILING ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

TYPE OF INCIDENT: \_\_\_\_\_  
(Examples: Bodily Injury, Vandalism, Theft, Break-in, Fire, Etc.)

INCIDENT OCCURRED: Date: \_\_\_\_\_ Time: \_\_\_\_\_

WHERE: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

CLASS NAME & NUMBER: \_\_\_\_\_

South Lake Tahoe Police Department Notified:  Yes Date: \_\_\_\_\_  No

**DESCRIPTION OF CIRCUMSTANCES:** Describe the incident, accident, injury or illness and cause (if known). Include the nature of any injury, illness, property damage, any first-aid administered, or action taken as a result of this incident.

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

ESTIMATED DOLLAR LOSS: \$ \_\_\_\_\_

WITNESSES (If applicable):  
Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE (of reporter) \_\_\_\_\_ DATE \_\_\_\_\_

**RETURN COMPLETED FORM TO BUSINESS OFFICE WITHIN 24 HOURS OF INCIDENT**

*Business Office Use Only*

<input type="checkbox"/> Student Accident (Human Res.) _____	<input type="checkbox"/> Dean: _____
<input type="checkbox"/> Workers' Comp. (Human Res.) _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Director, Human Resources _____	<input type="checkbox"/> Incident File - V.P. Business Services _____
<input type="checkbox"/> Maintenance Dept. Notified _____	

\*\*\* End of IIPP \*\*\*