

HUMBOLDT STATE UNIVERSITY

**Facilities Management
Injury & Illness Prevention Program**

Adopted: 150602

FACILITIES MANAGEMENT INJURY & ILLNESS PREVENTION PROGRAM

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Appendix A, Humboldt State University Injury & Illness Prevention Program

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Introduction

It is the policy of Facilities Management to provide its employees with a safe and healthful workplace. Humboldt State University provides an overarching University-wide Injury & Illness Prevention Plan (Appendix A). In addition and in accordance with campus policy, Facilities Management developed a department-specific Injury & Illness Prevention Plan; this Plan is in compliance with the University-wide Plan but also more specific to the day-to-day operating activities of Facilities Management. All employees are required to ensure that the standard operating procedures associated with this Injury & Illness Prevention Plan (IIPP) are followed. Facilities Management will strive to establish, implement, and maintain an effective IIPP so as to fully comply with California Labor Code Section 6401.7 and the California Code of Regulations, Title 8, Sections 1509, 3203 and 5194.

Purpose

The purpose of this document is to establish systems and standard operating procedures to meet the following IIPP requirements:

- Identifying person(s) with authority and responsibility for implementation.
- Establishing a system for ensuring compliance.
- Establishing a system of communication.
- Identifying and evaluating workplace hazards.
- Correcting unsafe or unhealthy conditions, work practices and work procedures.
- Training.
- Recordkeeping

Implementing Authority and Responsible Parties

University President

The ultimate authority and responsibility for environmental health and safety management rests with the University President (President) who delegates such authority to other management personnel for the purposes of oversight and implementation.

Associate Vice President

As delegated by the President and Vice President of Administrative Affairs, the Associate Vice President of Facilities Management maintains authority and is responsible for implementing and ensuring the following:

- *Program and Policy Review:* Participate in the review and approval of new or revised environmental health and safety programs and policies affecting Facilities Management work activities.
- *Physical and Financial Support:* Exercise authority to allocate physical and financial resources necessary to improve the IIPP and ensure compliance.
- *Safety Committee Meetings:* Ensure that Safety Committee(s) (when such a committee has been determined as appropriate) is/are meeting as necessary.

Managers & Unit Leaders

Facilities Management managers and unit leaders maintain authority, as delegated by the Associate Vice President, Facilities Management, and are responsible for implementing and ensuring the following:

- *Compliance:* Ensure the IIPP is being followed within their sphere of responsibility or the unit(s) for which they are responsible.
- *Resource Allocation:* Substantiate the need for, and request through the appropriate channels those resources necessary for the correction of safety hazards.
- *Program Effectiveness:* Evaluate, with the assistance of staff input, the effectiveness of existing safety programs and provide recommendations for improvement to such.
- *Disciplinary Actions:* Implement appropriate disciplinary action against those employees, who knowingly and/or consistently violate safety rules, regulations and standard operating procedures.
- *Training:* Ensure those employees within their sphere of responsibility or unit(s) are appropriately trained for the responsibilities and tasks assigned.

Lead Workers

- *Compliance:* Ensure the IIPP and other safety programs are followed within their unit.
- *Safety Concerns:* Assist employees in identifying and correcting safety concerns.
- *Corrective Actions:* Identify and take appropriate action to correct safety and environmental health deficiencies.
- *Notification:* Notify their Manager and/or Unit Leader when the correction of deficiencies requires allocation of financial and physical resources beyond the Lead Worker's authority. Notify their Manager and/or Unit Leader when employees knowingly and/or consistently violate safe work practices.
- *Enforcement:* Enforce the use of all required personal protective equipment (PPE), safety programs or procedures necessary for the safe completion of an employee's job responsibilities.
- *Training:* Ensure that employees are appropriately trained for the responsibilities assigned.

Employees

- *Committee Participation:* Provide a participant as a member on the department safety committee (when such a committee has been implemented).
- *Compliance:* Follow the standard operating procedures associated with the Humboldt State University and Facilities Management IIPP and any other applicable environmental health and safety programs.
- *Safety Concerns:* Identify and/or assist other employees in identifying and correcting safety concerns.
- *Corrective Action:* Take appropriate action to protect themselves and coworkers from recognized hazards. Immediately take appropriate action to abate and correct unsafe or potentially hazardous conditions or report them to a Manager, Unit Leader, Lead Worker or other person who can abate the unsafe condition.
- *Training:* Complete all assigned safety training requirements. Refrain from entering into work tasks that require specialized training, until such training has been completed.

Facilities Management Safety Committee

- *Committee Participation:* All managers, unit leaders, lead workers, and employees including those appointed by Collective Bargaining Agreement are responsible for participating in the Committee to the fullest extent possible. Attendance at meetings is mandatory to the extent that such is possible given work assignments and approved leave or absences.
- *Safety Concerns:* Assist Facilities Management in identifying and suggesting or recommending corrections to safety concerns.
- *Corrective Action:* Take appropriate action to abate and correct unsafe or potentially hazardous conditions or report them to a Manager, Unit Leader, Lead Worker or other person who can abate the unsafe condition.
- *Training:* Assist Facilities Management in developing and implementing safety training appropriate for department personnel.

IIPP Program Administrator

The Humboldt State University IIPP Administrator is the Environmental Health & Safety Coordinator. Responsibilities include:

- *Periodic Review:* Ensure that the Facilities Management IIPP is reviewed periodically.
- *Oversight:* Oversee the development of written OSHA/CalOSHA required environmental health and safety documents, training programs, and employee training matrices and schedules.
- *Liaison:* Advise Facilities Management on safety policy and procedure development needs, concerns, and progress.
- *Consultation:* Provide guidance on new or proposed regulatory requirements for Facilities Management.
- *Resource Allocation:* Assist in the identification of financial and physical resources necessary for the correction of substantiated safety deficiencies.
- *Periodic Review:* Assist Facilities Management in the periodic review of their department-specific IIPP.
- *Compliance:* Ensure compliance by overseeing implementation of the IIPP and other safety programs by Facilities Management.
- *Safety Concerns:* Assist managers, lead workers and employees in identifying, assessing and correcting safety issues.
- *Corrective Actions:* Identify and take appropriate action to ensure safety and environmental health deficiencies are corrected.

Employee Recognition & Disciplinary Action

Employee Evaluations

Managers and Unit Leaders are required to accurately reflect the employee's safety performance on an annual basis, during the annual written evaluation process. Employees who receive unsatisfactory safety performance reviews should be placed on a plan of improvement.

Employee Recognition

Employees who enhance safety at Facilities Management through the development of safety devices, practices, or work-area and equipment specific safety procedures should be formally commended. The process by which *Letters of Commendation* are awarded, prepared, and presented is left to the discretion of the individual Manager and/or Unit Leader.

Safety Recognition Program

Facilities Management will develop and implement a Safety Recognition Program to encourage the positive reinforcement of participation in the IIPP.

Counseling, Corrective Action & Disciplinary Action Process

Unit Leaders and Lead Workers assist Managers in documenting incidents when an employee knowingly or consistently violates safety rules, regulations and standard operating procedures. Disciplinary action follows the requirements of said employee's Collective Bargaining Agreement. Disciplinary action, up to and including termination, may be pursued depending on the type and/or frequency of the violations. Where a general lack of understanding of safe work practices has resulted in an unsafe act (regardless of the healthful outcome), or where an otherwise conscientious employee experiences a lapse in good judgment leading to an unsafe act, the Manager or Unit Leader is required to provide, as a minimum, verbal counseling to the employee. Retraining should also be considered as a method to prevent the employee from committing future unsafe acts.

Examples of types of unsafe acts may include, but are not limited to, the following:

- Violating a standard operating procedure regarding safety,
- Carelessness resulting in injury to self and/or others,
- Misuse of University equipment,
- Misuse of University vehicles or failure to adhere to the California Vehicle Code,
- Failure to heed University posted caution and warning signs,
- Failure to report accidents or injuries involving self,
- Failure to report potential unsafe working conditions or the perceived unsafe acts of others, and
- Any other action deemed detrimental to the health and well-being of a University employee or the general public.

Communicating Safety Issues

Facilities Management uses the following methods to ensure effective health and safety communication with employees, and to ensure that employees feel comfortable offering any concern, comment, suggestion or complaint about safety issues without fear of reprisal.

- Employees are encouraged to bring to the University's attention any potential health or safety hazard that may exist in the work area. The University provides Hazard Identification forms (Appendix B) for this purpose.
- Forms of employer-to-employee communications on health and safety topics include: 1) Workplace Posters and Safety Bulletin Boards, 2) Meetings including "Tailgate" Safety Topics, 3)

Email, 4) Online and In-Person Training, 5) Standard Operating Procedures, 6) Workplace SDS documents, 7) University Hazard Communication Program, and 8) Product Warning Labels.

- A mechanism for anonymous employee input, such as a suggestion box for safety suggestions is available and accessible to all employees. The Hazard Identification form or equivalent can be used for this purpose. These forms may also be sent directly to Environmental Health & Safety.
- Managers and/or Unit Leaders will follow up on all suggestions and investigate the concerns brought up through these communication methods, utilizing the Office of Environmental Health & Safety's assistance if needed. Feedback to employees is critical, and must be provided for effective two-way communication.
- Employees shall also feel comfortable bringing forward safety concerns and issues through their designated union stewards or safety officers.

Identifying Work Place Hazards

Facilities Management uses the forms referenced in the Appendices to conduct regularly scheduled work area inspections, document incident investigations and health and safety training.

- Managers, Unit Leaders and Lead Workers are provided with training on their roles and responsibilities as they pertain to injury and illness prevention including potential hazard exposures for their respective areas.
- Information on safe working conditions, work practices, and hazard control is included in initial training at the start of employment and all subsequent training.
- The assigned Unit personnel responsible for safety leadership for a work area will schedule regular quarterly unit work area inspections in conjunction with the Environmental Health & Safety Officer. Regular inspections are supplemented with additional inspections at any such time that Managers or Unit Leaders are made aware of a new or previously unrecognized hazards, such as the introduction of new substances, processes, standard operating procedures, or equipment into the work area, all of which may represent a new occupational safety and health hazard. Work area inspections are provided in the following Facilities Management areas: 1) Offices and Plan Room, 2) Carpentry Shop, 3) Paint Shop, 4) Electrical and Plumbing Shops, 5) Gardening Shop and Gardening Specialist Bases Located on Campus, 6) Metals/Welding Shop, 7) Building Service Engineer Shop, 8) Auto Shop, 9) Lockshop, 10) Sustainability/Recycling Shop, 11) Warehouse, 12) Distribution & Mail Services, 13) Custodial Bases in Campus Buildings, 14) Mechanical, Electrical and Plumbing Rooms in Campus Buildings, and 15) Outdoor Paved Areas within fenced area as well as immediately east of Facilities Management. Inspections also include storage areas associated with those work areas defined above.

Injury & Illness Reporting

All occupationally-related injuries are investigated initially by the responsible Manager or Unit Leader who then completes the *Supervisor's Injury Prevention Report* (see Appendix C) per protocol as established by Human Resources. Best practices require the Manager or Unit Leader to visit the work area where an injury occurred as soon as possible and:

- Interview the injured worker and any witnesses;
- Examine the work area for factors associated with the accident/exposure;
- Take prompt corrective action to prevent incidents from recurring;
- Record the findings and corrective actions taken.
- Environmental Health & Safety personnel will provide a secondary review and, as appropriate, a more detailed investigation may be conducted by Human Resources or the Office of Risk Management & Safety Services.

Occupational Injury & Illness Investigations by Environmental Health & Safety

As referenced above, Environmental Health & Safety provides a secondary review of work-related injury and illness incidents. Managers, Unit Leaders, Lead Workers and staff shall cooperate fully with any and all such investigations. Environmental Health & Safety personnel will collect information regarding the incident as well as provide an analysis and recommendation of actions to be taken so as to prevent future incidents of a similar nature. Information typically gathered during an investigation includes:

- Name and department of employee and/or employees involved.
- Date, time and location of the incident
- Activity occurring during the incident.
- The employee's immediate Manager, Unit Leader and/or Lead Worker
- Analysis and recommended preventive actions including:
 - Primary causes such as environmental condition, inaccurate risk perception, inattention to detail, knowledge and/or education gap, physical limitations and/or abilities, poor hazard recognition, pre-existing health conditions, site and/or work area condition, value-based judgment, and a co-worker initiated event.
 - Contributing factors such as auxiliary movement (walking, standing, climbing, kneeling, pulling, grasping, etc.), awareness of surroundings, complacency, dropped item, equipment and/or material failure, site and/or work area condition, fire time evolution, housekeeping, improper use of tools and/or equipment, inappropriate action, line of fire incident, material handling, non-compliance with safety rules, overconfidence in abilities, poor body positioning, poor communication, poor instruction, poor work practices and/or techniques, failure to wear personal protective equipment, inappropriate personal protective equipment for task, repetitive motion, time pressure, lack of training or training inappropriate for task, unfamiliar with task, walking and/or working surface, weather-related condition, and working at heights.
 - Preventive actions and/or controls such as engineering, administrative, personal protective equipment.
- Recommended corrective actions
- Date of investigation and investigating officer.

Following the investigation, Environmental Health & Safety will follow-up to ensure all corrective actions are completed.

Correction of Hazards

Identified hazards must be corrected in a timely manner commensurate with the degree of hazard and risk of occurrence. Managers and Unit Leaders must initiate corrective action such as removing simple

tripping hazards or by initiating a work request to repair facility-related components which may pose a hazard. Hazards which cannot be promptly abated must be communicated to Facilities Management employees along with appropriate safe work practices and/or personal protective equipment requirements.

Managers and Unit Leaders can contact the Environmental Health & Safety Office for additional consultation to identify hazard correction options. Examples of options which can be used to correct hazards include, but are not limited to, the following:

- Lockout and/or labeling unsafe equipment with a “Do Not Use Until Repaired” tag and providing a list of alternatives for employees to use until the item is repaired.
- Stopping unsafe work practices and providing training on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to Facilities Management Work Control.

If an imminent hazard exists, work in the area should cease, and the appropriate Manager or Unit Leader must be contacted immediately. If the hazard cannot be immediately corrected without endangering the safety of employees, occupants or property, all personnel are required to leave the area except those qualified as necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

Safety & Health Training

Managers and Unit Leaders utilize a combination of the following methods to ensure that employees are trained so that they know:

- What hazards they are potentially exposed to in their work areas;
- What safe work practices, including the proper selection and use of personal protective equipment, are to be used; and,
- What to do in case of an emergency.

Department training methods include:

- Employees participate in initial IIPP training program for new employees as developed by Environmental Health & Safety.
- Manager, Unit Leader or Lead Worker provides direct, hands-on training for assigned work tasks.
- Employees participate in “safety tailgate” meetings conducted on a regular basis and delivered by their Manager, Unit Leader, Lead Worker or other designated personnel.
- Employees attend training sessions provided by Environmental Health & Safety.
- Manager or Unit Leader arranges for an outside training specialist to present training seminars on specific safety topics to employees.

- Manager or Unit Leader arranges an electronic delivery of a specific training topic via video tape, DVD, webinar or other online method of training.
- Facilities Management develops and provides written work safety practices and standard operating procedures which Managers and Unit Leaders then present and review with employees. Discussion is encouraged throughout the training.
- Web-based training via the Environmental Health & Safety webpage or via University's learning management system (i.e., Skillport).
- Employees participate in approved off-campus training seminars as called for by their professional development plan and as listed in the approved department training plan (adopted each fiscal year) or as otherwise approved by the Associate Vice President, Facilities Management.
- Initial IIPP Training for new employees

Record Keeping & Documentation

Managers and Unit Leaders are responsible to ensure accurate documentation is secured for all employee safety training, safety inspections, identified & corrected hazards and other related safety communications from employees.

All such documentation associated with safety training must be provided to Facility Support Services for recordkeeping purposes. Safety inspections shall be provided to the designated Manager responsible for department safety who shall ensure corrections are completed and shall retain such documentation for recordkeeping purposes. Identified and corrected hazards shall be documented within the Facilities Management maintenance management work order system. Managers and Unit Leaders are responsible to maintain records concerning safety communications received for employees under their supervision or oversight.



HUMBOLDT STATE UNIVERSITY

INJURY AND ILLNESS PREVENTION PROGRAM

POLICY

It is the commitment of Humboldt State University to maintain a safe and healthful environment for its students, faculty, staff, and visitors. Based on principles of occupational safety, industrial hygiene, academic excellence, and fiscal responsibility, the University will promote comprehensive injury and illness prevention, and hazardous materials management programs. University operations shall be conducted in compliance with applicable regulations and accepted practices for health, safety and environmental protection.

PURPOSE AND SCOPE

The purpose of this written injury and illness prevention program is to provide a comprehensive and integrated compliance plan based on existing and new health and safety programs to achieve a safe work environment and, thus, reduce the incident rate of occupational injuries and illnesses.

This program applies to all University employees, faculty and staff, and activities or operations conducted under the auspice of University business.

Completion of this plan indicates that it is the intention of Humboldt State University to fully comply with California Labor Code Section 6401.7 and California Code of Regulations Title 8, Sections 1509, 3203 and 5194.

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective policies regarding environmental health and safety issues rests with the University President, Dr. Rollin C. Richmond. General policies which govern the activities and responsibilities of the environmental health and safety program are thereby established under the authority of the President.

The Injury and Illness Prevention (IIP) Program administrator is the Environmental Health and Safety (EH&S) Coordinator and has the authority and the responsibility for implementing and maintaining this IIP Program for Humboldt State University. The EH&S office is located in the Student and Business Services building room 413 (ext. 5711) and operates under the Associate Vice President of Human Resources.

Managers and supervisors are responsible for implementing and maintaining the Injury & Illness Prevention Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

WRITTEN PROGRAM

Individual departments are responsible for developing a written Injury and Illness Prevention Plan. Each department's IIPP must be a written document that addresses the minimum elements of the standard. Compliance with this requirement can be accomplished by completing the Departmental IIPP template located on the EH&S website and identifying department-specific hazards and corresponding safety procedures.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes, but is not limited to, the following:

- Informing workers of the provisions of our IIP Program.
 - The IIPP is posted at <http://www.humboldt.edu/ehos>
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing additional training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIP Program.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.

- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes, but is not limited to, the following:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer assigned by the department administrator or safety officer.

Periodic inspections are performed according to the following schedule:

- At the initial establishment of the IIP Program;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.
- On a regular schedule as established in departmental IIPP's.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring;
- and
- Recording the findings and actions taken.

Workplace accident and exposure reports are reviewed by the Environmental Health and Safety Coordinator.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered; and

- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIP Program is first established;
- To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- At scheduled intervals pursuant to requirements of applicable Title 8 CCR sections.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

RECORDKEEPING

Humboldt State University is a governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and as such we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

HAZARD IDENTIFICATION FORM

EMPLOYEE'S NAME (optional): _____

DEPARTMENT: _____

PHONE# (optional): _____

UNSAFE CONDITION OR PRACTICE:

LOCATION: _____

SUGGESTION FOR IMPROVING SAFETY: _____

Has this matter been reported to your supervisor? Yes No

Employees are advised that it is illegal for an employer to take any action against an employee in reprisal for exercising rights to participate in reporting safety issues.

FORWARD THIS REPORT TO ENVIRONMENTAL HEALTH & SAFETY

SBS 409 OR CALL ext 5711 or 3302

Appendix C, Supervisor's Injury Prevention Report

WHITE - PERSONNEL CANARY - SAFETY PINK - SUPERVISOR

STATE OF CALIFORNIA		EMPLOYEE WORK INJURY		Date of Report	
STD. 620		SUPERVISOR'S INJURY PREVENTION REPORT			
A. INJURED EMPLOYEE			B. MEDICAL TREATMENT		C. SUPERVISOR
Date of Injury		Time		First Aid Given By:	
Last Name		First	Middle	<input type="checkbox"/> Treated Self	
Home Address			Treated by (physician)		Department
City or Town		Social Security Number		Office Address	
Home Phone Number		Date of Birth		Supervisor's Office Mailing Address	
Classification			Telephone Number		Office Telephone Number
Place Injury Occurred (address)			Hospital		Signature
SUPERVISOR'S COMMENTS: (Use other side for more information, sketches, etc.)					
1. Describe nature of injury and part of body affected as employee tells about it:					
2a. Facts available lead me to believe this work injury was caused by and happened during State work.		2b. From the facts I need my superior's or a physician's advice. The alleged claim of injury is not clearly identified with State employment.		2c. The facts do not indicate this claim of injury was work connected.	
3. Give the facts that justify the items checked.					
4. Did injury result in disability beyond day of accident? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," give date last worked.			Has employee returned to work? <input type="checkbox"/> YES <input type="checkbox"/> NO Date returned.		
5. What was injured doing at time of injury? (Explain so people at your headquarters will understand)					
6. Describe work place and conditions which contributed to the accident — also what safety devices were in use?					
7. Fully explain sequence of events that resulted in injury (how did employee's actions and work conditions combined, cause injury?)					
8. What steps are necessary to prevent reoccurrence of a similar injury?			8a. Have you taken these steps? <input type="checkbox"/> YES <input type="checkbox"/> NO If "NO," explain.		
9. Witnesses' names:					