



Administrative Procedure

Number: 405
Effective: 2/11/2013
Supersedes: 1/9/1985
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Subject: ACCIDENT REPORTS AND INVESTIGATIONS

1.0. PURPOSE:

To establish procedures for reporting and investigating all accidents involving employees, students, or members of the general public that occur on campus or at off-campus University-sponsored activities/events.

Note: This procedure does not apply to accidents involving motor vehicles operated by University employees, or accidents involving University employees injured while on duty.

2.0. ORGANIZATIONS AFFECTED:

All employees of the University and the Auxiliary organizations.

3.0. REFERENCES:

3.1. [California Government Code, Section 900 et. Seq.](#)

3.2. [State Administrative Manual \(SAM\), Section 2455, Reporting and Investigating Accidents/Incidents Involving State Employees or State Property.](#)

4.0. POLICY:

All accidents involving personal injury and/or property damage will be reported and investigated in a timely manner.

5.0. DEFINITIONS:

5.1. Tort Liability - Legal obligation to be responsible for one's acts or omissions which result in injury to another.

6.0. RESPONSIBILITIES:

6.1. Employees will report all occurrences involving personal injury or property damage, excluding injuries to students treated in the Student Health Center, to the Department of Public Safety.

6.2. The Director of Public Safety will:

6.2.1. Investigate incidents involving personal injury or property damage.

6.2.2. Coordinate all required additional investigations with the Office of Risk Management and Environmental Health and Safety (RM/EHS).

Approved: _____

Date: _____

6.3. The Student Health Center Director and Medical Chief of Staff will:

- 6.3.1. Forward a copy of all student and visitor injury reports to RM/EHS, retaining the confidential portion of the Student Injury Report, Form 1542 (Appendix 8.2).
- 6.3.2. Provide a quarterly summary report of all student and visitor injuries to RM/EHS.

6.4. The Office of Risk Management and Environmental Health and Safety (RM/EHS) will:

- 6.4.1. Investigate, by interview or site visitation, accidents involving alleged hazardous physical environments.
- 6.4.2. Act as the liaison between the University and external agencies on all matters related to the incident.
- 6.4.3. Maintain files on Accident Reports (Appendix 8.1.) and Student Injury Reports (Appendix 8.2.), including those involving a hazardous physical environment, for two (2) years.

7.0. PROCEDURES:

- 7.1. Accident Reports - Employees who witness incidents involving personal injury (excluding injuries to students treated in the Student Health Center) and/or incidents involving property damage will complete the Accident Report (Other than Motor Vehicle) form and forward the report to RM/EHS. The Student Health Center Director and Medical Chief of Staff will submit a copy of all student and visitor injury reports to RM/EHS.

Accident reports should be limited to the facts of the incident and not include the employee's opinion regarding liability. Employees are also cautioned to give verbal opinions on liability only to University or State Officers investigating the incident.

- 7.2. The Director of Public Safety will conduct appropriate investigations and forward a copy of the police report to RM/EHS.
- 7.3. If the accident involves either death or serious injury to an individual, or extensive property damage, RM/EHS will notify the California State University (CSU) Systemwide Risk Management and Public Safety Office, University Counsel, and the Vice President for Administration and Chief Financial Officer.

8.0. APPENDICES:

- 8.1. [Accident Report \(Other than Motor Vehicle\), Std. 268.](#)
- 8.2. [Student Injury Report, Form 1542.](#)