



UC San Diego

Policy & Procedure Manual

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ENVIRONMENT, HEALTH & SAFETY

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INJURY AND ILLNESS INVESTIGATIONS

I. REFERENCES

- A. California Code of Regulations, Title 8
- B. UCSD Policy and Procedure Manual (PPM)
 - [200-20](#) Workers' Compensation

II. POLICY

All injuries or illnesses resulting from work related activities shall be managed and reported in accordance with PPM 200-20, Workers' Compensation. Severe occupational injury/illness (e.g., hospitalization or amputation) or death shall be immediately reported to the Environment, Health and Safety Office, Risk Management Division by telephone. 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

The involved employee's supervisor or a departmental representative shall investigate each injury and illness. See Blink Website "[What to do if a Work-related Injury or Illness Occurs](#)". 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.

EH&S will investigate all serious injuries or deaths and schedule time with the affected department's representative to discuss all findings. The findings of all death investigations will be shared with the affected department's Vice Chancellor or their designee.

EH&S, Risk Management Division, shall maintain the records of reported injuries/illnesses and will keep the OSHA- log (form 300) up-to-date with any requirement for treatment other than first aid. Copies of all injury reports will be sent to EH&S for review and confirmation that each is correctly coded and entered into the Workers' Compensation data base. EH&S will evaluate each injury report and may conduct independent investigations at their discretion. EH&S will verify OSHA-log (form 300) information and will post the appropriate portion summarizing the previous calendar year's injuries and illnesses no later than February 1st. See Blink Website "[OSHA Form 300A: Summary of Work-related Injuries and Illnesses](#)".

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.

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IV. RESPONSIBILITY

- A.** The department will conduct an investigation of each injury or illness in consultation with EH&S, and retain copies in their Injury and Illness Prevention Program Files.
- B.** EH&S will evaluate individual injury/illness reports and injury/illness trends. EH&S will submit required reports to regulatory agencies on severe injuries/illnesses and summary reports of injury statistics. EH&S shall act upon any findings which may impact Workers' Compensation or Liability Insurance programs.
- C.** EH&S will maintain files of injury reports and injury data in the Workers' Compensation data base. They will immediately report all serious injuries or deaths to appropriate government officials. EH&S shall, through training activities and frequent contacts with departments, support and encourage injury and illness prevention activities.