

Student Incidents Overview for Employees



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Risk Manager

3 Quick Points

™ Prevention & Preparation

™ Injury Response

™ Report

TM Prevention & Preparation

WATCH

All of us watch for hazards and resolve those hazards before injuries can happen.

REPORT

If you see a hazard, report it. Tell your supervisor or put in a work order. Students should tell their instructors or Campus Police.

BE AWARE

Review the Emergency Guidebook annually so you know what to do if something happens.

INSURANCE

We recommend that all students obtain primary health care insurance. See the student health center website for many options. Students' own insurance will help them be prepared in case something happens.



Claim Form

Secondary Insurance



™ Injury Response

Services Available



TM Report

Report every injury to Risk Services even if the student does not seek treatment.
Use form on next slide.

- %o If possible, take a picture of the area where the injury occurred and submit that with the report.

- %o Gather witness information

- %o Speak with injured student (if available) and others about how to prevent this from reoccurring & **PUT IN WORK ORDER**

Report

only by City



Recap

- × Prevent injuries – www.ccsf.edu/iipp
- × Know the emergency plans for your specific location
- × Know what to do if a student gets injured
- × Report every incident
- ×