

6. Documentation of Safety Conditions and Activities

This section describes the documentation requirements for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities and incidents relevant to occupational safety and health.

- **Accidents, Injuries, and Illnesses** (See also Injury Reporting and Investigation).

It is essential that accidents, injuries, and illnesses involving employees occurring either on University property or at off-campus university-sponsored events are investigated and that proper records are prepared and maintained. Complete records of incidents involving bodily injury, property damage, or injury to students and/or visitors shall also be maintained and analyzed for accident prevention and risk management purposes.

Reports of accidents and/or injuries may be generated by the Department of Public Safety (e.g., accidents involving the campus community, traffic accidents, state driver accidents, criminal acts); Environmental Health and Safety (e.g., occupational accidents, exposures to hazardous materials); Student Health Services (e.g., student injuries, doctor's first report of industrial injury or illness); Office of Housing Administration and Residential Life (e.g., resident accidents, intramural sports); Athletics, etc. The department preparing the report is responsible for determining whether or not other departments, for example The Department of Public Safety, The Center for Human Resources, or Environmental Health and Safety, need to be notified in order to comply with the investigation or documentation requirements of the IIPP. Environmental Health and Safety shall be consulted if assistance is needed in making this determination. Statistics and other information from these reports shall be made available to departments for use in accident prevention efforts. Departments shall maintain and analyze records of accidents occurring in their own area of operations.

- **Occupational Injury and Illness Information**

In the event of an employee injury or illness, Department Managers and Supervisors are responsible for completing a Supervisor's Report of Work-Related Accident/Illness form and sending the completed form to Workers Compensation as specified in the Injury Reporting and Investigation section. The Center For Human Resources shall report incidents involving employee injuries and illnesses to either the Department of Public Safety or Environmental Health and Safety as appropriate for follow up.

Specific information regarding the number and type of occupational injuries and illnesses must be prepared, maintained, and posted, as described below:

- The Center for Human Resources shall record and report employee injuries or illnesses as required by law.
- The Center for Human Resources shall maintain a master log (Cal/OSHA Form No. 300).

- Records of occupational injuries and illnesses shall be kept on file in The Center for Human Resources and will be made available for review by Cal/OSHA at any time for a period of five years.
- The Cal/OSHA summary for the previous year shall be posted in the offices of The Center for Human Resources. The summary shall be posted no later than February 1 and shall remain in place until at least April 30.

- **Employee Exposure Records**

An Employee Exposure Record is a document containing information relevant to the exposure of an employee to toxic substances or harmful physical agents. These records include:

- Results of workplace monitoring or measuring of a toxic substance or harmful physical agent;
- Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems;
- Records of employee work in areas where regulated carcinogens are used.

Helpful information regarding exposures shall be obtained using the following documents:

- **Material Safety Data Sheets** which indicate that the material in question may pose a hazard to human health; or
- A chemical inventory or any other record which reveals the identity of a toxic substance or harmful physical agent, and where and when the substance or agent was used.

Exposure records will usually be originated by Environmental Health and Safety or a designated person within the specific department. If an exposure record pertains to a specific employee and shows an exposure to a hazardous agent above the regulated level (e.g., **Action Level or Time-Weighted Average**), the record will be forwarded by Environmental Health and Safety to The Center for Human Resources for retention. Environmental Health and Safety shall retain records that pertain to the general area or exposure conditions. In either case, each Employee Exposure Record shall be preserved and maintained for at least thirty years.

(Note: Certain exceptions for this retention period are specified in GISO, Section 3204(d)(1)(B).)

- **Employee Medical Surveillance Records**

Employee Medical Surveillance Records include such documents as:

- Medical and employment questionnaires or histories;
- The results of medical exams and lab tests;
- Medical opinions, diagnoses, progress notes, and recommendations;
- Descriptions of treatments and prescriptions; or
- Employee medical complaints.

Medical Surveillance Records shall be preserved and maintained by Environmental Health and Safety or the medical facility that performs the exams for at least the duration of employment plus thirty years.

- **Inspections and Training**

Essential records pertaining to inspections and training, including those legally required for workers' compensation, insurance audits, and government inspections, shall be maintained for as long as required. The University shall also keep records of steps taken to establish and maintain compliance with the requirements of the Injury and Illness Prevention Program including:

- Records of scheduled and periodic inspections to identify unsafe conditions and work practices.
 - The documentation includes the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken.
 - These records will be maintained for at least three years.
- Documentation of health and safety training for each employee.
 - Specifically, employee name or other identifier, training dates, type(s) of training and the name of the training provider will be included.
 - Records will be retained for at least three years.
 - Training records are maintained within the department of the individual who provided or coordinated the training and copies shall be provided to the department receiving the training when requested, as described in [Employee Safety Training](#).