

CSUF ASC POLICY AND PROCEDURES	
Section: RISK MANAGEMENT –RM 350	Dept: ASC FINANCIAL SERVICES Division
Approved by: Chief Financial Officer, TARIQ MARJI	No: RM 350
Subject: Incident Reporting- non-employee	Date: 11/11 Total 1 Pg.(s).

RM 350.1: PURPOSE

To document and report personal injury, liability and property loss. To notify appropriate administrative personnel on incidents that may require insurance or legal attention. Incident reporting for the purpose of gathering information that can be used to properly assets injury or loss so that the appropriate remedy or defense can be established.

RM 350.2: SCOPE

An incident report is required for all non-employee injuries or reports of potential injury and for all significant property loss in areas that the ASC is responsible. Documentation would include the completion of the ASC “Incident Report Form”.

RM 350.3: DEFINITIONS

Incident: means any accidental event within the scope of this procedure that causes, or has the potential to cause, an injury or illness and/or damage to equipment, buildings, plant or the natural environment. Incidents range from near-miss incidents to serious incidents and emergencies.

RM 350.4: ACCOUNTABILITY

Each Operation Director/Manager is responsible for the completion and submission, in a timely manner, of an “Incident Report Form” so that the risk/loss can be evaluated and appropriate administrative action taken. Each Operation Director/Manager is responsible for notifying the appropriate emergency agency if an incident dictates. All incidents must be reported to the ASC Financial Service Department.

RM 350.5: IMPLEMENTING GUIDELINES

The Incident Reporting Policy will be implemented throughout the ASC operations. An electronic version of the Incident report form is available at the ASC website.