



UNIVERSITY OF  
SOUTHERN CALIFORNIA

**EH&S  
FACT SHEET**  
April 2005

**Employee / Supervisor  
Responsibilities**

**Injuries to Non-Employees**

**Immediate Notification of  
Severe Injuries**

University of Southern California  
Environmental Health & Safety  
837 Downey Way, Room 101  
Los Angeles, California 90089-1143  
(213) 740-6448

Visit us at:  
<http://capsnet.usc.edu/chs/>

# Incident Reporting

The University of Southern California is committed to providing a safe working environment. We believe that safety is the responsibility of each and every employee, regardless of position. Our goal is to eliminate all work-related injuries and illnesses so that our faculty, staff and students can continue to further the mission of the university.

In the event of an injury or illness, employees must notify their supervisor immediately. Supervisors need to investigate the incident and submit a "Supervisor's Report of Injury Form" to Worker's Compensation within 24 hours of the incident (within 8 hours, for severe injuries as described later in this fact sheet).

EH&S should be notified whenever an accident investigation requires technical expertise beyond that available in the department, and in many cases may conduct a follow-up investigation. Contact Worker's compensation at 213-740-6205, or access their web page at: <http://capsnet.usc.edu/WC/index.cfm> for access to procedures and reporting forms.

-----  
Personal injury to any non-employee of USC that occurs on USC property should be reported to the Department of Public Safety first, 740-6000, then Risk Management at 740-6203  
-----

Contact the Department of Environmental, Health and Safety (EH&S) immediately by phone at 213-740-6448 (213-740-6000 during off-hours), if any of the following occurs in connection with employment at the University:

- Worker is severely injured;
- Employee is hospitalized for a period in excess of 24 hours for other than medical observation;
- Employee suffers a loss of any member of the body (e.g. fingertip); or
- There is potential for permanent disfigurement.

In such cases, EH&S is required to immediately notify Cal/OSHA. (*Immediately means as soon as practically possible but not longer than 8 hours after the supervisor knows or with diligent inquiry would have known of serious injury or illness.*)

When Cal/OSHA representatives arrive on the scene, be sure to contact EH&S again so that a Health and Safety Specialist can be present during the agency's investigation.

**Use the EH&S Fact Sheets to facilitate safety discussions in your work area. Post the monthly topic on your bulletin board.**