



San Diego Community College District Police Department Policy and Procedures

2.06 INDUSTRIAL ACCIDENTS

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes guidelines for the proper response to, and reporting of, industrial accidents.

II. SCOPE

This procedure applies to all members of the Department.

III. DEFINITIONS

The California Occupational Safety and Health Act of 1973 was enacted to assure safe and healthful working conditions for all California working men and women. (Cal. Lab. Code § 6300 et seq.)

California Labor Code section 6409.2 requires that whenever a police or fire department is called to a job-related accident in which a serious injury, illness, or death occurs, or when a patient is transported for the same, the California Division of Occupational Safety and Health Administration (Cal-OSHA) shall be notified immediately by telephone.

The reporting requirements pertain to injured employees of privately-owned companies, as well as those employees who are police personnel and civilians employed by the San Diego Community College District. Accidents resulting in injury or deaths that occur on District property, including those that involve work vehicles (or mobile machinery), in use as industrial equipment (such as graders, backhoes, and water trucks), are classified as industrial accidents and must be reported.

Traffic collisions occurring on dedicated highways, streets, or alleys will be excluded from this reporting procedure when the vehicles involved are not in use as industrial equipment at the time of the accident.

IV. PROCEDURES

- A. The responding or transporting officer will telephone the College Dispatch Center and relate the details of the incident:
1. Business name and contact person;
 2. Business address;
 3. Business telephone number;
 4. Location of accident;
 5. Date and time of accident;
 6. Name, address, phone number and date of birth of injured;
 7. Nature of injury;
 8. Accident description;
 9. Where the injured person was taken;
 10. Other public agencies at the site.
- B. The College Police dispatcher will be responsible for contacting:
1. Risk Management at 619-388-6950 or 6953 during normal business hours.
 - a. Risk Management has primary responsibility for contacting the California Division of Occupational Health and Safety.
 - b. If Risk Management is not available, or after normal business hours, Dispatch will contact the California Division of Occupational Health and Safety Administration directly on their 24 hour telephone number: 619-637-5534.
 2. District Attorney's Office of Environmental Protection at 619-531-4125 (24 hours).
- C. The pertinent information concerning industrial accidents will be recorded and maintained by College Police Dispatch.
- D. Industrial accidents which have resulted in a death require special handling.

1. If suspicious circumstances exist, the investigating officer shall have College Police Dispatch contact SDPD and requesting Homicide assistance.
2. As soon as an incident has been identified as an industrial death, College Police Dispatch shall be advised so that they can notify CAL OSHA and the District Attorney.
3. An industrial death will be handled as a crime scene. The scene should be secured and witnesses located, separated and detained. College Police will process the scene and prepare the required Crime Incident Report (ARJIS 2) and Supplemental Death Report (PD-576). The code section of the form should be labeled "920000ZZ - Death Report (Industrial)."
4. Officers will prepare the San Diego Community College District Illness/Injury Report.