

I. PURPOSE

To protect the safety and health of all employees and to assure compliance with applicable federal and state laws.

II. POLICY

All job-related injuries and illnesses, regardless of severity, will be reported immediately to the supervisor at the work site for prompt medical attention and documentation.

III. PROCEDURE AND RESPONSIBILITIES

A. Safety is everyone's responsibility. Employees will call 911 as appropriate and/or report any unsafe conditions or circumstances to their supervisors in order to prevent accidents.

B. All job-related injuries or illnesses will be reported to the appropriate supervisor immediately who will complete all necessary paperwork in connection with the injury.

1. If medical attention is needed, the employee will be entitled to receive:

- a. first aid; or
- b. transportation to a medical facility.

2. In an emergency the supervisor or nearest employee should call one of the following:

- a. Environmental Health & Safety Department; or if not available
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On-the-Job Accident and Illness Reporting, Continued

- b. Security Department; or if not available
 - c. Personnel Department.
3. A list of Emergency Response Team (ERT) employees who are trained in basic first aid, CPR and emergency response is maintained at each work site and the Environmental Health and Safety office.

IV. ADDITIONAL GUIDANCE

Until canceled or superseded, the provisions of the "Santa Clara County Transportation Agency Occupational Injury and Illness Prevention Program" and the "Santa Clara County Transportation Agency Safety Program and Procedures" manuals are useful and applicable to Agency employees and supervisors.
