

Risk Management Quick Reference Guide

www.mtsac.edu/risk



Emergency Preparedness:

- Where are the building fire extinguishers are located, who the Building Marshal and Floor Captains are
- Nearest exit to your location/room and assembly area to report to

Workers Compensation reporting process: WORKERS COMPENSATION BUTTON

- Call 911 if Life Threatening
- Contact Company Nurse IMMEDIATELY – 1-877-518-6702
- Immediately contact your Dean for further instructions and or the Risk Management office at 909-274-4230
- Workers Compensation insurance covers volunteers, technical training students, and student workers
- Manager/Dean Complete the manager's report & contact Risk management and Email all forms to risk@mtsac.edu

Third party auto accident:

- **On campus** contact Campus Safety 909-274-4555 and Risk Mgmt 909-274-4230
- **Off campus** gather the following information and contact law enforcement:
 - Obtain Name, phone, address, auto insurance information if automobile accident
 - **Take pictures**

Student Accident:

- **On campus in emergency call 911** and then refer student to Health Services either building 67A or 9E
- **Off campus:**
 - Contact 911 if emergency and or Life Threatening
 - Contact emergency contact listed on the medical release and field trip form

Field Trip Guidelines: INFO FOUND UNDER FACULTY RISK BUTTON

- Field trip travel to and from should not be coordinated unless using College transportation vehicles
- Medical release forms need to be complete prior to the field trip
- Special events related to curriculum should be reviewed with Risk prior to the event date
- Forms can be found on www.mtsac.edu/risk/rm-for-students.html

Affiliate Agreements, Contracts, and Work Experience Program agreements:

- Review and approved by Risk prior to signature and going to board

Certificates of Insurance requests please send to Risk Management

Employee Safety Hazard and Suggestion form:

- Employees are able to submit any safety suggestion, concerns, hazards related to the campus or work environment

Injury Illness and Prevention Plan and Workplace Violence Prevention Plan (WVPP)

- Both plans are found on the website
- WVPP – please use the following link to report <https://www.mtsac.edu/hr/ebit.html>

Ergonomics:

- <https://www.mtsac.edu/risk/ergonomics.html>
- [Ergonomic Request \(smartsheet.com\)](https://www.mtsac.edu/risk/ergonomics.html)

