

# Risk Management Quick Reference Guide



## Emergency Preparedness:

- Know your building
  - o Where are the fire extinguishers located
  - o Nearest exit to your location/room
  - o Evacuation assembly area assigned to your building -- map is located at the website
- Information can be found on [www.mtsac.edu/safety](http://www.mtsac.edu/safety)

## Workers Compensation:

- Covers volunteers, technical training students, and student workers
- Assess situation call 911 if necessary
- Immediately notify Risk Management x 5501
- Complete the forms located on [www.mtsac.edu/risk/workers-compensation.html](http://www.mtsac.edu/risk/workers-compensation.html)
- Forms that need to be provided to employees:
  - o Workers Comp Policies and Procedures
  - o Employee needs to complete the section on the Manager's report
  - o DWC-1 Form
  - o Medical Release forms
  - o Authorization for Treatment
  - o Temporary Pharmacy Card
  - o Prime RX Letter
  - o Covered Employee Notification of Rights Materials -- PRIME Advantage
- Forms that Dean completes:
  - o Complete the manager's report and send the employee for treatment and Email all forms to [risk@mtsac.edu](mailto:risk@mtsac.edu)

## Third party auto accident:

- On campus contact Campus Safety and Risk Management x 5501
- Off campus provide the following to Risk Management:
  - o Name, phone, address, auto insurance information if automobile accident
  - o **Take pictures**

## Student Accident:

- On campus refer student to Health Services either building 67A or 9E - they will complete accident form
- Off campus:
  - o Contact 911 if emergency
  - o Refer to medical release and field trip form for contact information

## Student Risk Management Guideline:

- 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 commencing the event
- Forms can be found on [www.mtsac.edu/risk/rm-for-students.html](http://www.mtsac.edu/risk/rm-for-students.html)

## Affiliate Agreements, Contracts, and Work Experience Program agreements:

- Review and approved by Risk prior to finalizing
  1. Dual Indemnification clause
  2. Insurance Requirements

## Employee Safety Suggestion and Hazard Reporting form:

- Form can be located on the Risk Management website at [www.mtsac.edu/risk](http://www.mtsac.edu/risk)
- Provides an avenue for employees to reporting any safety suggestion, concerns, and the ability to report any hazards related to the campus or work environment

## Service/Emotional Support Animals

- AP3440 - are guidelines discussing service/emotional support animals for the campus
- If the professor is having difficulty with a situation involving a student that has a service/emotional support animal in class, then refer the student to ACCESS or HR for assistance

# Assembly Areas

Mt. San Antonio College

1100 N. Grand Ave. Walnut, CA 91789 | (909) 274-7500

Campus Police & Safety: (909) 274-4555 | Text-A-Tip: (909) 610-9139

