

# Risk Management Quick Reference Guide

risk website [www.mtsac.edu/risk](http://www.mtsac.edu/risk)



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

- Both plans are found on the website
- ATTEND A TRAINING, ZOOM OR IN PERSON - POD Calendar
- WVPP – please use the following link to report a concern/threat/incident
- <https://www.mtsac.edu/hr/ebit.html>

### **Utility Cart Training**

Contact risk management office for instructions

### **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:
  - o Obtain Name, phone, address, auto insurance information if automobile accident
  - o **Take pictures**

### **Student Accident/Incident:**

- **On campus in emergency call 911** and then refer student to Health Services either building 67A or 9E
- **Off campus:**
  - o Contact 911 if emergency and or Life Threatening
  - o 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 completed with all information 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](http://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, <https://app.smartsheet.com/b/form/a60f6e72b68b4da29a8aeadd160b4181>

Safety Trainings please contact the Risk Management office ext 5508