



## **Back 2 Work Reporting Process**

- **Incident Reporting: Important to be detailed and clear**
  - Include name of participants involved
  - Include name of supervisor of the day
  - Reports need to be legible
  - Incident reports will be communicated with the assigned BCOE representative via email
- **Major Incidents (Must report immediately by phone call followed by email)**
  - Serious injuries of participant and/or staff
  - Physical assaults
  - Sexual harassment
  - Use/possession of a weapon/drugs/contraband
  - Law Enforcement and/or Emergency Responders needed
  - COVID: if it affects crew operation
  - Any other event that poses physical danger to participants/staff
- **Notable Incidents**
  - All notable incidents should be discussed with the assigned BCOE representative during monthly review meetings
- **CDCR Contract**
  - Without exception, notification of an incident must be written using the CDCR 2284-Incident Report



**Results of accident**

Treatment received:     First aid                       Medical Services                       Denied Medical Services

Damage to equipment/building/vehicle's et  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What were the contributing factors (if any)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective actions (Immediate actions):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What controls can be put in place to prevent this from happening again?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was Caltrans contacted? Emergency services contacted? Please explain below...  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures**

Participant: \_\_\_\_\_

Supervisor: \_\_\_\_\_