
Information on Safety in the Workplace

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(Bcc District Services Classified Professionals)

Dear District Services Classified Professionals,

Thank you to those that were able to attend our first District Services Classified Professional Development Day last Friday. As we discussed during the morning session, maintaining a safe workplace is highly important and is also a shared responsibility. Please see the following resources and reminders so all know what to do when a safety concern, workplace injury, or ergonomic issue arises.

The District's [Injury and Illness Prevention Program \(IIPP\)](#) outlines our safety responsibilities, including hazard identification and correction, injury and near-miss reporting, emergency preparedness, training, and safe work practices.

If you are injured or become ill because of work (Workers Compensation):

- For a life-threatening emergency, call 911. Do not delay emergency care.
- Notify your supervisor immediately, even if the injury appears minor or you do not plan to seek treatment.
- You (or your supervisor if you are unable) needs to call Company Nurse at 1-877-518-6702, available 24 hours a day. Company Nurse will assess the situation and help connect you with appropriate medical care. For non-life-threatening injuries, please call before seeking treatment whenever possible.
- Do not transport an injured employee. If the employee cannot safely transport themselves, call an ambulance.

Supervisors must:

- Ensure Company Nurse is contacted promptly.
- Provide the employee with a completed employer section of the [DWC-1 Workers' Compensation Claim Form](#) within 24 hours of learning of the injury or illness. The employee may choose whether to file a claim.
- Complete the [Supervisor's Report of Employee Injury/Illness](#), even if the employee does not seek treatment or file a claim.
- Send the required documentation to the Benefits Office within 24 hours and complete the incident investigation and corrective follow-up required by the IIPP.
- Protect the employee's medical privacy and share information only with those responsible for processing the incident.

All forms and instructions are available on the District's [Workers' Compensation](#) webpage. Questions may be directed to Human Resources, Benefits Office, mtrammell@clpccd.org or lmacias@clpccd.org.

Please also report unsafe conditions, damaged equipment, spills, blocked exits, or near misses to your supervisor promptly so they can be addressed before an injury occurs. Employees may report safety concerns without retaliation.

If you are experiencing discomfort related to your workstation or work activities, please do not wait until it becomes an injury. Speak with your supervisor and contact Human Resources, Benefits Office, mtrammell@clpccd.org or lmacias@clpccd.org to request an ergonomic assessment. Early review may allow adjustments to workstation setup, equipment placement, or work practices before symptoms worsen.

Thank you for helping maintain a safe and healthy workplace for everyone.

Jennifer Druley

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