Field Safety Guidelines

The School of Social Work requests that all field agencies provide an orientation and a forum for discussion about safety and risk situations that are relevant for the individual agency when students begin their internships.

Risk management for field internships follows the policies mandated by the University, as directed by the Risk Management Office. If an incident occurs during field placement in which a student is personally threatened or injured, the student and the field instructor, agency contact person or agency director should immediately contact the faculty field liaison and the Director of Field Education to discuss what actions the agency and school should take to ensure the student's physical and emotional well-being. This notification should be reported on the day the incident occurred, to the fullest possible extent.

Student Injury or Illness

- If the injury or illness is life threatening or requires immediate medical attention, call 911. Examples of injuries or illnesses that might require immediate medical attention include, but are not limited to, back or neck injury, unconsciousness, seizures.
- If a student sustains a non-life threatening emergency they should seek treatment at the nearest prompt care or immediate care center. For injury or illness that requires medical treatment off-campus, the student's own medical insurance is primary and should be used to secure medical care.
- If the injury or illness is minor in nature and only requires basic medical care the student can be referred to the Campus Student Health Center (530) 898-5241.
- The agency field instructor, agency contact person or agency director should complete an Accident Report within 48 hours of the incident. This report should be provided to the CSU, Chico Office of Risk Management (530) 898-6588.
- The faculty field liaison and Director of Field Education will document the incident and the steps taken to address it, meet the student to assess the student's readiness to return to the field practicum, and address any other issues relevant to the situation.

Use of Personal Vehicle in Field Placement

The University strongly discourages students from using their personal vehicle to transport agency clients. Students who elect to use their personal vehicle in any capacity during their placement do so at their own risk, and may be required to submit to a motor vehicle records check and provide proof of insurance to the agency. Students will also be expected to follow all of the agency's policies related to driving. The University does not extend auto liability or physical damage coverage for losses that arise out of the use of a student's personal vehicle.