JRYM 408K: SST: HOW TO MANAGE & REPORT AN INCIDENT

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
Units:	0
Hours:	1 lecture per quarter (1 total per quarter)
Prerequisite:	This course is limited to students employed with Cupertino Electric.
Degree & Credit Status:	Non-Degree-Applicable Non-Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Non-Credit Course (Receives no Grade)
Repeatability:	Unlimited Repeatability

Student Learning Outcomes

- Properly complete an incident or injury report
- Conduct an effective investigation and implement corrective actions

Description

This course introduces the framework to guide students through the reporting and investigation process of an incident. Students will learn the importance of on-time reporting, incident investigation management, and applying investigation findings to identify areas of improvement.

Course Objectives

The student will be able to:

1. Demonstrate proper reporting criteria and investigation techniques for incident and injury reports.
2. Understand the reporting process and walk through a number of scenarios.

Course Content

1. Define the timely reporting process for both incident and injury reporting.
2. How to properly fill out an incident/injury report.
3. How to conduct an effective investigation.
4. How to apply the investigation findings to corrective actions.

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. When taught in-person, clean classroom with monitor and printed material for students to take as reference materials.
2. When taught online, this course requires access to CEI's Learning Management System (Amplify), ongoing access to a computer with the necessary software and hardware to view video content, and a reliable intranet connection.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Quizzes
Results of class participation

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lectures
Group discussion
Videos

Representative Text(s) and Other Materials

Course materials provided by Cupertino Electric.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

No assignments.

Discipline(s)

Electricity