



ACCIDENT REPORTING PROCEDURE

1.0 PURPOSE

It is the policy of Clarkson University that all accidents or incidents that results in personal injury or illness, hospitalization, restricted work or time away from work, near-miss incidents or damage to University property shall be properly reported and investigated. Although accident/incident investigation is a reactive process, a comprehensive accident reporting and investigation process is a proactive measure that can effectively prevent or minimize future accidents/incidents. This procedure establishes a systematic process to ensure that incidents are properly reported in a timely manner, that all causes (direct and contributory) are thoroughly identified and that the appropriate corrective actions are taken.

2.0 SCOPE

This procedure applies to the reporting and investigation of all incidents that result in:

- A work-related injury and/or illness to any University employee (staff, faculty and students);
- Personal injury and/or illness to non-University personnel while on or using University-owned property;
- Damage to University-owned property; or
- A non-injury event that had the potential to cause harm or damage.

3.0 RESPONSIBILITY

3.1 Department heads, managers and/or supervisors

Are responsible for:

- ensuring that all accidents/incidents are properly reported and investigated in accordance with this operating procedure
- ensuring that all corrective actions are promptly and completely carried out.

3.2 Employees

Are responsible for reporting any injury/illness work-related accident or near-miss incidents to their manager/supervisor as soon as possible. All accidents/incidents must be reported by no later than the end of the employee's regular work shift.

3.3 Environmental Health & Safety (EHS) and Human Resources (HR)

Shall participate in accident investigations either directly or by review of the report as deemed appropriate to the incident. The EHS Manager or HR Generalist shall determine the level of participation that is warranted.

3.4 Office of Risk Management

Is responsible for administering the Workers' Compensation benefits program for work-related injuries or illnesses.

4.0 DEFINITIONS

Major Accident - Any injury or illness-related accident that results in:

- a. Death;
- b. Amputations involving the loss of bone tissue;
- c. Loss of consciousness due to electrical shock, lack of oxygen or chemical exposure;
- d. Possible permanent functional impairment of a body part (excluding those resulting from a back strain);
- e. Admission to a hospital (other than 24-hour observation, hernia repair or back strain).

Multiple Injury Accident (as defined by OSHA) - Accidents or incidents that results in three (3) or more employees being admitted to a hospital or medical treatment facility.

OSHA Recordable Incident - Any accident/incident that results in:

- a. Medical treatment other than first-aid, (Examples: treatment of an infection, sutures, second or third degree burns, etc.). A list of OSHA-defined medical treatment is provided in Section 7.0;
- b. Restriction of normal work activities (reduced work activities, or reduced work days);
- c. In days away from work (lost-time);
- d. or any occupational illness.

First-Aid Only - Any accident/incident which results in a minor injury that can normally be treated or cared for by the employee and/or his supervisor, and does not result in any of the conditions identified in OSHA Recordable Incident. Note -- - first-aid can be administered by a medical professional and not result in an OSHA-recordable incident. (Examples: application of a Band-Aid or antiseptic to a minor cut or scrape).

Near-Miss Incident - An incident which does not result in personal injury or illness, or property damage, but had the potential to do so.

5.0 REPORTING PROCEDURE

5.1 Notification of Employee Injury During Regular Working Hours

Any University employee involved in an accident/incident during regular working hours shall:

1. Report the occurrence to their department manager or supervisor as immediately as possible.
2. Employees who are injured should seek Medical attention.
 - a. For life threatening emergency:
 - Call 911. Tell them the nature of the injury and location on campus.
 - NEVER transport an injured employee in your personal or campus vehicle.
 - **Automatic defibrillators** are located at the Cheel Info Desk, Fitness Center Desk, and Campus Safety & Security vehicle.
 - b. For minor injuries:
 - Obtain medical attention either at the Canton-Potsdam Hospital or with their personal physician.
 - NEVER transport an injured employee in your personal or campus vehicle. Call 911.
 - c. Notify Campus Safety & Security **IMMEDIATELY** for a chemical, biological, or radioactive material exposure. Campus Safety & Security will contact the University Safety Officer or EHS Manager for assistance.
3. If an employee refuses medical treatment, even when a supervisor, HR Generalist, or Campus Safety & Security, recommends seeking professional medical attention, then the employee must complete "PART C: Refusal of Medical Treatment".
4. The employee's manager/supervisor shall report the event to Risk Management and HR, by no later than the end of the work shift of the day on which the event occurred. At a minimum, the manager/supervisor must provide the employee's name, date and time of accident, nature of injury/illness, and how the accident/incident occurred.
5. The employee must complete "PART A: Employee Incident Analysis Form" and "PART E: Wages Agreement for Disability From Work-Related Injuries or Illness" for any injury requiring medical attention. It is recommended that an employee completes "PART D: Claimant's Authorization to Disclose Health Information". The employee's manager/supervisor is responsible for conducting the initial accident investigation and completing "PART B: Supervisor's Investigation Report". All forms must be submitted to HR and the Risk Management Office as soon as possible, but no longer than 24 hours after the incident.
6. Follow-up incident investigation may be completed by the EHS Manager or HR.
7. If the incident only involves first-aid treatment administered by either the employee or his/her manager/supervisor, or is a near-miss incident, the incident shall be reported using PART A. Employee's supervisor should complete PART B.

5.2 Notification of Employee Injury After Regular Working Hours

Any University employee involved in an accident, that results in a work-related injury or illness, after regular working hours shall:

1. Report the occurrence to Campus Safety & Security (x6666) as immediately as possible, but by no later than the end of the regular work shift.
2. The responding Campus Safety & Security Officer shall:
 - investigate the incident as thoroughly as possible;
 - document the event including the employee's name, department, the name of the employee's immediate manager/supervisor.
 - forward a copy of the incident report to the Risk Management Office and HR by no later than the end of the officer's work shift.
3. If the accident requires emergency medical assistance, the Campus Safety Dispatcher shall notify the appropriate emergency medical services.
4. The incident reporting forms (as listed in Section 5.1) must be completed as soon as possible, but no longer than 24 hours after the incident.

5.3 Notification of Injuries to Students

For any incident or accident involving an injury to a student:

1. Report the occurrence to Campus Safety & Security (x6666) as immediately as possible. The responding Campus Safety & Security Officer shall:
 - investigate the incident as thoroughly as possible;
 - document the event including the student's name, name of other involved, location of student's resident, emergency contact number (if needed).
 - forward a copy of the incident report to the Office of Student Affairs, Risk Management, and EHS by no later than the end of the officer's work shift. Officers can use "PART F: NON-EMPLOYEE INCIDENT REPORT."
2. If the accident requires emergency medical assistance, the Campus Safety Dispatcher shall notify the appropriate emergency medical services.

5.4 Notification of Injuries to Members of the Public

For any incident or accident involving an injury to a member of the public:

1. Report the occurrence to Campus Safety & Security (x6666) as immediately as possible.
2. The responding Campus Safety & Security Officer shall:
 - investigate the incident as thoroughly as possible;
 - document the event including the names of all involved, address, contact phone number, emergency contact number (if needed).
 - forward a copy of the incident report to Risk Management and EHS by no later than the end of the officer's work shift. Officers can use "PART F: NON-EMPLOYEE INCIDENT REPORT."
3. If the accident requires emergency medical assistance, the Campus Safety Dispatcher shall notify the appropriate emergency medical services.

5.5 Deaths and/or Multiple Injuries to Any Individual(s)

1. **Priority attention:** care for injured, stabilize the situation
2. Call Campus Safety & Security (x6666), 911, village police or ambulance as appropriate.
 - a. Campus Safety & Security will notify the University Emergency Response Team via texting system and the team will initiate a conference bridge.
3. Campus Safety & Security or other University representative shall remain at the scene.
4. Make NO statements to anyone other than the police, a supervisor, Clarkson University Legal Counsel, Risk Management, or University Relations.
5. Proper spokesperson (Dean of Students, Human Resources, Village Police, etc) must immediately contact the parent, guardian, or next of kin to the injured and inform them of the situation.
6. If the victim is an employee on the job, Campus Safety & Security will notify EHS Manager. EHS Manager will contact OSHA to report the incident, if necessary.
7. When appropriate and if possible within 12 hours, complete the appropriate Incident Report Form (Part A for employees, Part F for non-employees) and take notes; DO NOT conclude FAULT. FACTS only.
8. Refer all media to University Media Relations. DO NOT MAKE ANY COMMENT. DO NOT SPEAK DIRECTLY TO THE PRESS, including but not limited to reporters, photographers, and camera crew personnel.
9. Campus Safety & Security shall contact Student Support Services personnel to assist with Mental Health concerns of all individuals involved, if necessary.

5.6 Near-Miss Incidents

Any incident which does not result in injury or illness, but had the potential to do so, shall:

- a. be reported to the department manager or supervisor;
- b. the manager/supervisor shall evaluate the incident and take the appropriate action to reduce or prevent recurrence. The manager/supervisor should consult with EHS or HR if assistance is required in evaluating and responding to the event. The Manager or supervisor should log the near-miss in "PART H: Near-Miss Log".
- c. Supervisors and managers should submit the near-miss log to the EHS Manager at the end of each month.

5.7 Property Damage

1. Clarkson University's insurance provides coverage for catastrophic loss of property due to theft, vandalism, etc. or destruction by wind, water, freeze, etc. Any loss or damage to University property should be reported to Risk Management. Personal property is not covered by Clarkson University.
2. Property of others under the care, custody and control of Clarkson University is insured the same as owned property. In order for this property to be covered there must be a document on file, completed before the date of loss, showing Clarkson University has this responsibility.
3. All sudden and accidental losses or damage with significant damage to Clarkson University property should be reported immediately. Typical losses include theft, vandalism, water damage, wind damage, floods, lightning damage, etc.
4. Property Loss of Damage, Procedure for Insurance Recovery
 - **IMMEDIATELY** notify the Office of Risk Management by telephone at 268-7722 or fax at 268-4475. Also call Campus Safety & Security on all thefts and vandalism (268-6666).
 - Provide Risk Management with the following information:
 - Date loss occurred
 - Time the loss occurred
 - Kind of loss (theft, water damage, fire, wind, etc.)
 - Location of the loss
 - Dollar estimate of the loss
 - Description of loss and/or damage
 - Name of contact person and telephone number

If property has been damaged by fire, water, etc., Risk Management will indicate what can be done to ensure that no further damage occurs and steps to take which will not jeopardize your insurance claim.

5.8 Motor Vehicle Accidents

1. For an incident involving a university vehicle, refer to Clarkson University's Vehicle Usage Policy.
 - For incidents involving Facilities & Services Vehicles, contact your immediate supervisor. Your supervisor will contact Risk Management.
 - For all other incident involving university vehicles, notify Risk Management as soon as possible.
2. For an incident involving a private vehicle on Clarkson University's campus, contact Campus Safety & Security (268-6666) and the Village of Potsdam Police (911) to complete a police report.

6.0 INVESTIGATION GUIDELINES

- 6.1 **Accident Scene** -- When possible, the accident scene should be preserved and disturbance of any physical evidence should be prevented until the principal investigator(s) arrive. Unless necessary to prevent further damage or injury, clean up or repair activities should commence only after all pertinent information has been collected.
- 6.2 **Witnesses** -- The principal investigator(s) shall identify and record the names of all individuals who witnessed the incident. Each witness shall be requested to provide a written statement identifying their account of the accident/incident (see PART G: WITNESSES STATEMENT). The witnesses shall be instructed to forward their written statements to Campus Safety & Security.

- 6.3 **Photographs** -- When feasible, the principal investigator(s) should obtain photographs and or measured diagrams of the accident scene. All photographs and or diagrams shall be forwarded to SMU-RMEH&S for inclusion as part of the permanent record.
- 6.4 **Questioning Injured Employees and/or Witnesses** -- When questioning injured employees or witnesses, the investigator(s) shall stress that the purpose of the investigation is to identify facts and not to assign fault. At all times the investigator(s) shall ensure that proper medical treatment and care of any injuries is given priority over questioning of the personnel involved.
- 6.5 **Investigation Findings** -- The investigation team shall identify and record the root and contributory causes of the incident. Upon completion of the investigation, the investigation team will identify the appropriate corrective actions, indicate the personnel responsible for implementing the actions and assign a target completion date.

7.0 MEDICAL TREATMENT vs. FIRST-AID TREATMENT

7.1 Medical Treatment

The following procedures are generally considered medical treatment. Injuries for which this type of treatment was provided or should have been provided are almost always classified as an OSHA-recordable if the injury is work-related:

- Treatment of infection
- Application of antiseptics during second or subsequent visit to medical personnel
- Treatment of second or third degree burn(s)
- Application of sutures (stitches)
- Application of butterfly adhesive dressings(s) or steri-strip(s) in lieu of sutures
- Removal of foreign bodies embedded in eye
- Removal of foreign bodies from wound; if procedure is complicated because of depth of embedment, size, or location
- Use of prescription medications (except a single dose administered on first visit for minor injury or discomfort)
- Use of hot or cold soaking therapy during second or subsequent visit to medical personnel
- Application of hot or cold compress(es) during second or subsequent visit to medical personnel
- Cutting away dead skin (surgical debridement)
- Application of heat therapy during second or subsequent visit to medical personnel
- Use of whirlpool bath therapy during second or subsequent visit to medical personnel
- Positive x-ray diagnosis (fractures, broken bones, etc.)
- Admission to a hospital or equivalent medical facility for treatment

7.2 First-Aid Treatment

The following procedures are generally considered first-aid treatment (e.g., one-time treatment and subsequent observation of minor injuries) and should not be classified as an OSHA-recordable if the work-related injury does not involve loss of consciousness, restriction of work or motion, or transfer to another job:

- Application of antiseptics during first visit to medical personnel
- Treatment of first degree burn(s)
- Application of bandage(s) during any visit to medical personnel
- Use of elastic bandage(s) during first visit to medical personnel
- Removal of foreign bodies not embedded in eye if only irrigation is required
- Removal of foreign bodies from wound; if procedure is uncomplicated, and is, for example by tweezers or other simple technique
- Use of nonprescription medications and administration of single dose of prescription medication on first visit for minor injury or discomfort
- Soaking therapy on initial visit to personnel or removal of bandages by soaking
- Application of hot or cold compress(es) during first visit to medical personnel
- Application of ointments to abrasions to prevent drying or cracking
- Application of heat therapy during first visit to medical personnel
- Negative x-ray diagnosis

- Observation of injury during visit to medical personnel

The following procedure, by itself, is not considered medical treatment:

- Administration of tetanus shot(s) or booster(s)

However, these shots are often given in conjunction with more serious injuries; consequently, injuries requiring these shots may be recordable for other reasons.

Source -- *Recordkeeping Guidelines for Occupational Injuries and Illnesses*, U.S. Department of Labor, Bureau of Labor Statistics, September 1986, The Occupational Safety and Health Act of 1970 and 29 CFR 1904, O.M.B No. 1220-0029, Effective April 1986

8.0 Training

EHS or HR shall make available, on a regular basis, training on accident investigation techniques and procedures. Managers and supervisors shall be provided training on the claims and benefits process of the Workers' Compensation Program.