Administrative Procedure

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Subject: ACCIDENT/INCIDENT REPORTING AND INVESTIGATIONS

1.0 PURPOSE

To establish procedures for reporting and investigating all accidents and incidents occurring on campus or at off-campus University-sponsored activities/events. The University aims to minimize accidents, injuries, and illnesses by correcting identified causes.

2.0 SCOPE

This program applies to all University staff, faculty, auxiliary organizations, students, on-site vendors, contractors, and visitors who sustain (or might have sustained) personal injury or property damage at the University.

3.0 POLICY

All accidents, incidents, close calls/near-misses, or unsafe conditions will be properly reported and investigated in a timely manner.

4.0 DEFINITIONS

4.1. Accident – an unplanned event that caused an injury, illness, or property damage (e.g., fire or flooding).

4.2. Incident – an unplanned event that could have caused or led to an injury or property damage.

4.3. Near Miss – an unintentional incident which could have, but did not result in, injury or property damage.

4.4. Unsafe Conditions – dangerous or hazardous conditions that can cause injury or property damage.

5.0 RESPONSIBILITIES

5.1. **Employees will:**

5.1.1. Follow safe work practices.

5.1.2. Report any condition that is considered unsafe to their supervisor, Human Resources Management (HRM), or Risk Management and Environmental Health & Safety (RMEHS).

5.1.3. Report any incident, accident, and/or property damage to their supervisor, HRM, or Public Safety.

5.1.3.1. Accidents and incidents can be reported using the Employee's Report of Occupational Injury or Illness Form. (Appendix 8.1)

5.2. **Supervisors will:**
- 5.2.1. Notify Management, Public Safety, HRM, or RMEHS should an accident resulting in serious injury, death, or property damage occur.
- 5.2.2. Report accidents requiring Emergency Medical Service response to Public Safety or call 911.
- 5.2.3. Obtain prompt medical treatment for the injured employee and secure the accident scene as appropriate.
- 5.2.4. Immediately report all work-related accidents or incidents to HRM.
  - 5.2.4.1. Accidents and incidents can be reported using the Supervisor's Report of Occupational Injury or Illness Form. (Appendix 8.2)
- 5.2.5. Correct unsafe conditions or actions that contributed to an incident or accident as appropriate (i.e., issuing a work order or by direct action of supervisor).
- 5.2.6. Assure that employees under their supervision understand the reporting requirements and are aware of their responsibilities.

5.3. **Student Health Center will:**
- 5.3.1. Report all student and visitor accidents involving personal injury to RMEHS.

5.4. **Facilities Planning and Construction will:**
- 5.4.1. Report all contractor/vendor-related accidents or incidents to RMEHS.

5.5. **Public Safety will:**
- 5.5.1. Respond to all accidents requiring Emergency Medical Services. If required, contact RMEHS to support the investigation.
- 5.5.2. Respond to all visitor and contractor accidents and incidents.
- 5.5.3. Report all accidents or incidents impacting non-employees (e.g., students, on-site vendors, contractors, and visitors) to RMEHS.
- 5.5.4. Investigate incidents involving personal injury or property damage.
- 5.5.5. Coordinate all required additional investigations with the office of RMEHS.

5.6. **Risk Management and Environmental Health & Safety (RMEHS) will:**
- 5.6.1. Conduct investigations of incidents and accidents involving personal injury or property damage.
- 5.6.2. Develop a corrective action plan to rectify any unsafe condition.
- 5.6.3. Identify the urgency of the corrective action and those responsible for addressing the scope of the action item(s).
- 5.6.4. Assist departments with the implementation of corrective action plans.
- 5.6.5. Maintain files of Accident Reports and Student Injury Reports for two (2) years.
- 5.6.6. Notify Cal/OSHA at (213) 576-7451 under the following conditions:
  - 5.6.6.1. Work-related fatalities within 8 hours.
  - 5.6.6.2. Work-related in-patient hospitalizations, amputations, and losses of an eye within 24 hours.
- 5.6.7. Act as liaison between the University and external agencies on all matters related to incidents or accidents.
- 5.6.8. Notify the California State University (CSU) Systemwide Risk Management and Public Safety Office, University Counsel, and the Vice President for Administration and Finance & Chief Financial Officer of any accidents involving either death or serious injury to an individual or extensive property damage.

5.7. **Human Resources Management (HRM) will:**

5.7.1. Promptly inform RMEHS of all serious injuries or illnesses that lead to an employee's inpatient hospitalization, regardless of length of time, for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

5.7.2. Manage the Workers' Compensation Program.

6.0 NOTIFICATIONS

6.1. For all emergencies, incidents, and/or property damage, call 911 or Public Safety at (323) 343-3700 from a mobile phone or any University phone.

6.2. Non-emergency incidents, including near-misses and unsafe conditions, can also be reported through the RMEHS webpage by selecting the Report a Safety Concern option. This option offers the flexibility of reporting anonymously or by disclosing your identity.

6.3. Employees will immediately report all incidents or accidents to their supervisor, regardless of how insignificant the incident or accident may seem.

6.4. RMEHS must be immediately notified of all accidents, incidents, close calls/near-misses, and unsafe conditions.

7.0 REFERENCES

7.1. California Government Code, Section 900 et. seq.

7.2. State Administrative Manual (SAM), Section 2455, Reporting and Investigating Accidents/Incidents Involving State Employees or State Property.

7.3. California Code of Regulations (CCR), Title 8, Section 342, Reporting Work-Connected Fatalities and Serious Injuries

7.4. Cal State LA HRM, Workers Compensation Website

8.0 APPENDICES

8.1 Employee's Report of Occupational Injury or Illness Form

8.2 Supervisor's Report of Occupational Injury or Illness Form