

## **Eastern Nazarene College Accident/Incident Reporting Policy and Procedure**

### **Intent:**

1. To maintain a safe and healthy campus/work environment for the entire ENC community.
2. To ensure accidents and incidents which occur on college property or during the course of employment with the college are reported in a timely manner.
3. To minimize accidents, injuries and illnesses by correcting identified causes when appropriate and feasible.

### **Policy:**

Employees must ensure that they report all accidents, incidents and near-misses which result or may result in injury or illness, regardless of severity are reported to the appropriate departments within the required amount of time outlined in this policy. This accident/incident reporting policy requirements apply to all accidents and incidents involving college employees, on-site vendors, contractors, students and visitors, which result in, or has the potential to have resulted in personal injury, illness, damage of college property, or the damage of private property while on college property. An accident/incident report will be required for any of the following:

#### **Definitions:**

**“Accidents”** are events that cause injury or illness to a person. Even “minor” injuries such as cuts or sprains are to be considered accidents. If there is a doubt, treat a situation as an accident.

**“Incidents”** are near-miss events that have the potential of causing personal injury or events that cause damage to any college owned property or private property while on college property, or in use while on the college’s business.

**“Occupational accidents”** are accidents that occur to a college employee while conducting work related activities for the college.

**“Non-occupational accidents”** are accidents that occur to college students, volunteers, visitors while they are on campus, or off campus attending or participating in a college sponsored activity. This includes a college employee who while in a non-working status becomes injured or ill while attending or participating in a college sponsored activity.

### **Procedure:**

#### **Employees are responsible for:**

1. Following safe work practices and abiding by all departmental safety standards and policies.
2. Reporting any conditions they consider unsafe to their supervisor, the ENC Safety Committee Hazard Report located at [www.enc.edu/Safety](http://www.enc.edu/Safety).
3. Promptly reporting any accidents or incidents to their supervisor or appropriate college official (e.g. Security office at 3911 or the Director of Risk Management at 3704).

4. It is extremely important to report occupational accidents to your immediate supervisor so that the college will be able to file the appropriate paperwork. Failure to report an occupational accident may result in denial of benefits under worker compensation laws.

**The employee's immediate supervisor is responsible for:**

1. Obtaining prompt medical treatment for the injured employee and securing the accident scene as appropriate.
2. Reporting occupational accidents or incidents to the Director of Risk Management as soon as possible, but no later than 24 hours following the accident or incident. Accidents and incidents must be reported using the **Accident/Incident Report Form**. Additional Worker's Compensation Forms may need to be completed.
  - a. **Note:** in the case of accidents that result in a fatality or the hospitalization of 3 or more employees, the report must be submitted **IMMEDIATELY**. The college is required to report any such incidents to the local Occupational Safety and Health Administration (OSHA) office within 8 hours of the incident.
  - b. Accidents that result in a "lost time" injury, must be reported to the Director of Risk Management within 8 hours.
3. Investigating occupational accidents and areas under their supervision. Investigations should be conducted using the Accident/Incident Report Investigation Form.
4. Ensuring proper employee involvement in occupational accident investigations in an attempt to get their input into the cause and corrective actions.
5. Correcting unsafe conditions or actions that contributed to the accident as appropriate (i.e. issuing a work order or by direct action of the supervisor).
6. Ensuring that emergency equipment (i.e., Fire extinguisher, spill cleanup, etc.) used in the accident for which the department is responsible is replaced or returned to normal operating condition.
7. Ensuring that employees under their supervision understand the reporting requirements and are aware of their responsibilities.

**The Director of Risk Management is responsible for:**

1. Maintaining a log of injuries and illness according to OSHA guidelines and regulations.
2. Reviewing accident and incident reports for root causes of the accident or incident, and appropriateness of preventive and/or corrective actions.
3. Reviewing and analyzing accident statistics for trends/patterns and making recommendations to the ENC safety committee on corrective programs or procedures.

4. Reporting all accidents that result in fatality or hospitalization of three or more employees, to the Massachusetts Occupational Safety and Health Administration (OSHA) office within 8 hours of the incident.
5. A 101 Form, Employer's First Report of Injury or Fatality, must be filed by the Employer in the event of an injury that results in death or five or more calendar days of total or partial incapacity from earning wages to the State of Massachusetts, Department of Industrial Accidents. An employer has seven calendar days excluding Sunday and legal holidays to report an alleged injury/incident once the employee is disabled from earning full wages for five or more calendar days.
6. In the case of an accident resulting in work time loss, notify the Massachusetts Workers Compensation in a timely manner.
7. Auditing practices against this procedure.

**The Director of Human Resources is responsible for:**

1. Coordinating with the supervisor in providing temporary, light duty, or alternate work assignments, to injured employees as appropriate.
2. Assuring that new employees are made aware of this policy in employee orientation.
3. Work with the Safety Committee to educate the ENC Community on the importance of this policy.

**Vice Presidents are responsible for:**

1. Ensuring that all division/department chairs/directors/supervisors/and employees are accountable for prompt action of reporting, investigations and associated corrective actions as outlined in this policy.
2. Reviewing all occupational accident investigations involving medical attention or lost or restricted workdays.

**Accident procedure for employees**

When accidents requiring immediate medical attention to occur on campus, 911 should be called immediately, followed by a call to the campus security office at 3911.

When accidents requiring routine first aid occur on campus, campus Security should be notified at 3911 and they will assess the situation for further medical help as needed.

**Accident Procedure for Students, Visitors, and/or Contractor's Employees**

When accidents requiring immediate medical attention to occur on campus, the campus security office at 3911 should be called immediately, and the security office will notify 911.

When accidents requiring routine first aid occur on campus, campus Security should be notified at 3911 and they will assess the situation for further medical help as needed.

Students may also use the campus nurse located in the Brickley Center. The campus nurse may be notified at 3893. The College Nurse is not available when the college is not in session.

## **Accident report and investigation forms**

### **Employee accident report investigation forms:**

Occupational accidents must be reported to the Director of Risk Management. Supervisors should report accidents using the **Accident/Incident Report Form** located at [www.enc.edu/Safety](http://www.enc.edu/Safety). The report requires the signature of the supervisor and the employee. For occupational accidents that require medical attention, or lost/restricted work, the report must be signed by the responsible Vice President. Completed reports are to be sent to the Director of Risk Management. For workers compensation claim, a First Report of Injury (FROI) must be completed. Completed reports are to be sent to the office of risk management. For workers compensation claim, a First Report of Injury must be completed.

### **Student or visitor accident reports and investigations:**

Non-occupational accidents occurring on Eastern Nazarene College's property should be reported as soon as possible by college personnel responding to the event (i.e. Supervisor responsible for the area where the accident occurred, campus security services, the host responsible for the visitor, resident director, resident assistants, etc.).

Non-occupational accidents must be reported using the accident report and investigation form.

Copies of student or visitor accident reports must be forwarded to the risk manager.

Student and visitor accidents will be investigated at the discretion of the college. When an investigation is deemed appropriate, the ENC Safety Committee will create a task force to conduct the investigation. The task force may include the following individuals and others as appropriate:

1. The director of risk management.
2. The supervisor or college representative responsible for the area or event in which the accident occurred.
3. Other appropriate individuals who have knowledge of the activity, area or other circumstances of the accident.

### **Contractor accident reports and investigations:**

Accidents involving a contractor's employee should be reported to the college's representative managing the contractor using the **Accident/Incident Report Form** or the contractor's reporting form. Copies of the report should be sent to the Director of Risk Management. Investigations into contractor accidents will be conducted at the discretion of the representative managing the contractor, the ENC Safety Committee, or the Director of Risk Management.

History:

Approved by the President's Cabinet January 24, 2012

Published in the Administrative Policy and Procedure Manual  
Published in the Employee Handbook