

## Chapter 4 ACCIDENTAL INJURY REPORTING

### A. References

1. SPPM 2.24 Accident Reporting and Follow-Up  
<https://policies.wsu.edu/prf/index/manuals/2-00-contents/2-24-reporting-accidental-injuries-work-related-illnesses/>
2. SPPM 2.26 Investigating Accidents:  
<https://policies.wsu.edu/prf/index/manuals/2-00-contents/2-26-investigating-accidents/>
3. Incident Report Form  
<http://hrs.wsu.edu/managers/incident-report/>
4. Supervisor's Accident Investigation Report  
<https://policies.wsu.edu/prf/documents/2017/10/2-26-supervisors-accident-investigation-report.pdf/>
5. Witness/Injured Person Statement Form  
<https://policies.wsu.edu/prf/documents/2017/10/2-26-witness-injured-person-statement.pdf/>
6. Motor Vehicle Safety SPPM 7.20 <https://policies.wsu.edu/prf/index/manuals/7-00-motor-vehicle-safety/7-20-motor-vehicle-accidents/>
7. Motor Vehicle Accident Form: <https://des.wa.gov/services/risk-management/state-vehicles-and-drivers/reporting-accident-involving-state-driver>

**B. Purpose.** This Chapter establishes requirements, responsibilities, and procedures for reporting significant near misses, incidents resulting in injury, work-related illness or death, and property damage accidents.

**C. Scope.** All significant near misses, accidental injuries, work-related illnesses, and accidents resulting in property damage must be reported to supervisors immediately for evaluation and investigation. WSU must report employee fatalities or in-patient hospitalizations within eight (8) hours of the incident. WSU must report non-hospitalized employee amputations or loss of an eye within twenty-four (24) hours of the incident. Contact EH&S (335-3041) immediately after seeing proper medical care/first aid/treatment for all major incidents. Do not disturb the scene of a significant accident except to attend to the affected employee(s) and prevent further injury. The location must otherwise remain intact to support WSU's and L&I's accident investigation.

Supervisors must report *any* significant near miss, accidental injury, or work-related illness within 24 hours of occurrence by submitting an online [Incident Report](#). In the absence of the supervisor, the Manager/Director's responsibility is to ensure the required documentation is offered. Procedures for reporting accidents/injuries and work-related illnesses are documented in the WSU Safety Policies and Procedures Manual, section 2.24.

### E. Responsibilities.

Supervisors are responsible for the following:

- Immediately reporting (after ensuring appropriate treatment for injured personnel) all significant near misses, accidental injuries, and work-related illnesses.

- Investigating all significant near misses, accidental injuries, and work-related illnesses and completing an [incident report](#).
- Based upon the investigation results, taking action to prevent future incidents.
- Requiring that employees immediately report all significant near misses, accidental injuries, work-related illnesses, and accidents resulting in property damage.
- Completing a Motor Vehicle Accident form when involved in a motor vehicle accident.

Employees are responsible for the following:

- Immediately reporting (after ensuring appropriate treatment for injured personnel) all significant near misses, accidental injuries, and work-related illnesses.
- Taking action to prevent future incidents.
- Completes a [Witness/Injured Person Statement Form](#) when injured or witness to incidents.
- Completing a Motor Vehicle Accident form when involved in a motor vehicle accident.

#### **E. Process.**

1. When an injury occurs, take measures to avoid further damage, evaluate the injury's severity, and call for emergency assistance/911.
2. Responding to an Injury Incident – SPPM 2.20 General Workplace Safety outlines injury incident response procedures for notifying EMS, rendering first aid, and transporting an injured person. Further information is available at: <https://policies.wsu.edu/prf/index/manuals/2-00-contents/2-20-responding-injury-incident/>
3. The supervisor conducts an incident investigation and interviews (when feasible) the employee and any witnesses involved. The supervisor then completes the [Supervisor's Accident Investigation Report](#) within 48 hours of the incident (see also [SPPM 2.26](#)).
3. Injured persons and witnesses must complete a [Witness/Injured Person Statement Form](#)
4. The Occupational Health and Safety Assistant Director reviews the documents.

#### **F. Form Distribution and Routing**

After completing the online Incident Report, automated notifications and a copy of the form will be distributed via electronic mail to HRS, EH&S, and the reporting supervisor. The EHS OHS Assistant Director reviews the incident report. It is the responsibility of the supervisor to distribute a copy of the Incident Report and any submitted attachments to the affected party.

An a. The OHS Assistant Director reviews the report and evaluates the severity/potential severity of the incident. If a need for additional timely attention is indicated, the OHS Assistant Director will contact the supervisor to determine what corrective action has taken place or is needed.

b. If additional timely attention is not indicated, the reports will be reviewed at the next Safety Committee meeting. This Committee meets bi-monthly to review incident reports,

verify completion of the appropriate paperwork, determine contributing causes, review recommended corrective actions, and ensure completion of the disciplinary action.

c. The Safety Committee may agree with the investigation and corrective action taken or suggest alternatives.

**D. Motor Vehicle Accidents** - For an accident involving a motor vehicle, regardless of how minor, the driver must immediately notify their supervisor, Risk Management, and the Motor Pool (if a Motor Pool vehicle was involved). See SPPM 7.20 for additional information: <https://policies.wsu.edu/prf/index/manuals/7-00-motor-vehicle-safety/7-20-motor-vehicle-accidents/>

1. For an accident involving a motor vehicle with injuries, the driver must also immediately notify the local area law enforcement department. Law enforcement personnel should investigate all accidents resulting in:
  - Damage costing over \$700 to motor vehicles,
  - Damage to other property and
  - Injuries to individuals.
2. The driver must submit a completed State of Washington Vehicle Accident Report (SF-137) to their supervisor within 24 hours. The supervisor is responsible for reviewing this document and submitting the original to Risk Management and a copy to the Motor Pool (if a Motor Pool vehicle is involved) within two working days of the accident. The form is available at: <https://etort.des.wa.gov/incidentreport>
3. Supervisors are responsible for ensuring the most current version of the Vehicle Accident Report (SF-137). Post motor vehicle accident instructions are available in the glove compartment of all motor vehicles before use.