

Reporting Accidental Injuries and Work-Related Illnesses

REPORTING

University faculty, staff, and students are to promptly report all accidental injuries and work-related illnesses to immediate supervisors for evaluation and possible investigation.

Supervisors of University departments coordinating the use of University facilities or University-sponsored activities are responsible for reporting all accidental injuries incurred by individuals who are not employed by WSU.

Supervisors must report any accidental injury or work-related illness within 24 hours of occurrence. See "Accidents/ Illnesses" below. **EXCEPTION:** Supervisors must report any accidental injury or work-related illness affecting a swing- or graveyard-shift employee *within 48 hours* of occurrence.

For major accidents, supervisors must also **immediately** contact the applicable offices listed in the table on 2.24.2. See "Major Accidents" below.

Accidents/Illnesses

Accidental injury and work-related illness reporting includes the following:

- Notification of emergency medical assistance when required; telephone 911.
- Immediate notification of appropriate University offices when a major accident occurs (see below and 2.24.2).
- Submission of an online Incident Report by the responsible supervisor within 24 hours (or within 48 hours for a swing- or graveyard-shift employee). See 2.24.5-7.
- Notification by the supervisor to the unit's top administrator and the appropriate safety committee chair of all major accidents.

MAJOR ACCIDENTS

Immediately report accidents which result in death, serious injury (e.g., fracture, amputation) or in-patient hospitalization of WSU personnel or nonemployees to the offices indicated in the table on 2.24.2. (See also 2.24.4-5 regarding nonemployees.)

NOTE: If unable to contact personnel at the appropriate University office (see the table on 2.24.2), contact WSU Police Services; telephone 509-335-8548.

2.24.2

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Environmental Health and Safety

335-3041

Human Resource Services

335-4521

Risk Management

335-6893

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MAJOR ACCIDENTS

(cont.)

The offices indicated in the table below investigate major accidents and notify other appropriate University units and/or request assistance as needed. See 2.26 for investigation procedures.

Non-Pullman Locations, All Injured Persons

The local Environmental Health and Safety (EH&S) unit takes the lead in major accident investigations at non-Pullman locations and coordinates with appropriate WSU Pullman departments. (See table below.) If no EH&S staff are assigned to a specific location, the chief administrator assigns investigation responsibility to a trained local investigator and/or coordinates with Pullman departments.

Reported Information

Report the following:

- Names and telephone numbers of victim(s) and witnesses;
- Date, time, and location of the incident;
- Description of the incident;
- Involved University department(s) and units;
- Contact person and telephone number.

| REPORTING MAJOR ACCIDENTS | | |
|--|---|--|
| If Injured Persons are: | Contact Investigating Office: | Telephone: |
| Students nonemployees | PRIMARY: Risk Management SECONDARY: Environmental Health and Safety (EH&S) | 509-335-6893 during business hours; 208-835-8200 after business hours In Whitman County: 509-335-3041 during business hours; 911 after business hours Outside of Whitman County: 509-332-2521 (24 hours/day) |
| Residence hall occupants | Residence Life—Central Staff | 509-339-0285 |
| USDA-ARS employees | USDA-ARS Safety, Health, and Environmental Management Office | 509-335-7766 |
| All other employees (including student employees / Volunteers) | EH&S | In Whitman County: 509-335-3041 during business hours; 911 after business hours Outside of Whitman County: 509-332-2521 (24 hours/day) |
| Visitors | PRIMARY: Risk Management SECONDARY: EH&S | 509-335-6893 during business hours; 208-835-8200 after business hours In Whitman County: 509-335-3041 during business hours; 911 after business hours Outside of Whitman County: 509-332-2521 (24 hours/day) |

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Student Accidents

For any injuries to students, Human Resource Services (HRS) forwards a copy of the completed Incident Report to the Dean of Students office upon submission.

WORK-RELATED ACCIDENTS

Supervisors must report any accidental injury or work-related illness within 24 hours of occurrence (or within 48 hours of occurrence for a swing- or graveyard-shift employee) by submitting an Incident Report. See instructions on 2.24.5-7.

Investigation of Major Work-Related Accidents

Environmental Health and Safety (EH&S) and WSU Police Services or the local area police department investigate *major* work-related accidents which result in death or in-patient hospitalization.

EH&S notifies the State of Washington Department of Labor and Industries, Division of Occupational Safety and Health.

Equipment Removal

Do not move equipment involved in a *major* work-related accident unless removal is necessary for victim extraction or to control hazards.

Time Loss

Supervisors **immediately** telephone Human Resource Services (HRS) to report work-related injuries and illnesses involving lost time from work; telephone 509-335-1760.

More Than One Work Shift

Send a copy of the Leave Report or Time Report to HRS when time loss exceeds one work shift.

Supervisor's Accident Investigation Report

In addition to submitting an Incident Report, the supervisor is to complete a Supervisor's Accident Investigation Report (2.26.5) when:

- Employee receives medical treatment.
- Employee is unable to work the next full or subsequent shift(s) as a result of an injury or work-related illness.
- Events and conditions related to a near miss or minor accident indicate that a potentially serious injury or illness could result from a similar situation.

See 2.26 for investigation procedures.

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MOTOR VEHICLE ACCIDENTS

For an accident involving a motor vehicle, regardless of how minor, the driver must **immediately** notify her or his supervisor, Risk Management, and the Motor Pool (if a Motor Pool vehicle was involved). See 7.20.

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/or
- Injuries to individuals.

The driver must submit a completed Vehicle Accident Report to Risk Management **within two working days**. See 7.20.

NONEMPLOYEE INJURIES

University departments coordinating the use of University facilities or University-sponsored activities are responsible for reporting all injuries incurred by individuals who are not employed by WSU.

The Office of Risk Management and Insurance notifies the state of Washington's Torts Claims Division of nonemployee injuries.

The injured nonemployee may file a claim for damages against the state of Washington (*RCW 4.92*). Claim forms and instructions are available from the Office of Risk Management and Insurance.

Nonemployee Students Accidents

For any injuries to nonemployee students, the responsible University department must submit a completed Incident Report to HRS **within 24 hours**. See 2.24.5-7. HRS forwards a copy of the completed Incident Report to the Dean of Students office upon submission.

Volunteers

For injuries to volunteers, the responsible University department must submit a completed Incident Report to HRS **within 24 hours**. See 2.24.5-7.

Visitors

For injuries to visitors, the responsible University department must submit a completed Incident Report to HRS **within 24 hours**. See 2.24.5-7.

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Federal Employees

For injuries to federal employees, e.g., USDA-ARS, follow the procedures outlined in OOL (Office of Legal Counsel) Form CA-10: What a Federal Employee Should Do When Injured at Work. This form indicates actions a federal employee should perform after being injured at work.

For more information, see the U.S. Department of Labor website at:

<http://www.dol.gov>

CA-10 forms are available at applicable USDA-ARS units.

INCIDENT REPORT FORM COMPLETION

The responsible supervisor is to complete an online Incident Report, **within 24 hours** (or within 48 hours for a swing- or graveyard-shift employee), to report **any** accident, injury, or work-related illness which results from participation in any of the following activities:

- University employment,
- Use of University facilities, or
- University-sponsored activities.

Accessing the Form

To access the online Incident Report system, go to the HRS Incident Report website at:

http://www.hrs.wsu.edu/forms/incident_report.aspx

Enter all pertinent information as prompted at each screen.

Verifying Circumstances

The supervisor verifies the actual circumstances of the incident by interviewing the injured person, witnesses, and other involved individuals.

Amending a Report

To amend a previously-submitted Incident Report, complete and submit another report. Include the employee's name, date of accident, and the new or updated information. Enter the word "Amend" in the *Complete Description of the Incident* field.

Questions

Address questions regarding the Incident Report to EH&S (509-335-3041), HRS (509-335-4521), or Risk Management (509-335-6893).

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Attachments

To submit any attachments, print a copy of the submitted Incident Report form. Attach the additional documents as needed. See 2.24.6 for routing instructions.

To load and print a previously submitted Incident Report, select *Load a Saved Form* from the initial Incident Report screen.

Witness/Injured Person Statement (Optional)

If an injured person wishes to document an incident he or she may elect to complete and submit a Witness/Injured Person Statement form. Print the master on 2.26.6 to obtain supplies of the statement form.

The supervisor submits copies of this form to HRS and references the Incident Report submitted to HRS and the department's safety committee.

Supervisor's Accident Investigation Report

The supervisor is to attach a completed Supervisor's Accident Investigation Report (2.26.5) when applicable. See 2.24.3.

Workers' Compensation

NOTE: Submittal of the Incident Report does not constitute the filing of a claim for Workers' Compensation benefits. Refer to 2.30 for Workers' Compensation claim procedures.

Routing the Incident Report and Attachments

Upon submission, the online system sends copies of the Incident Report form to HRS, EH&S, and the reporting supervisor. If the injured party is a student, the system also sends a copy of the report to the Dean of Students office.

Risk Management

If applicable, HRS forwards a copy of the Incident Report to the Office of Risk Management.

Human Resource Services (HRS)

If applicable, the supervisor routes a Supervisor's Accident Investigation Report and any attachments to Human Resource Services (HRS). (See 2.24.3.) Reference the date of the Incident Report and the name of the injured party on all attachments.

Environmental Health and Safety (EH&S)

HRS retains the originals and forwards copies of the attachments to Environmental Health and Safety (EH&S).

Safety Committee

The department prints and routes a copy of the Incident Report with any attachments to the department's safety committee representative. The safety committee reviews the incident and forwards any recommendations to the unit administrator.

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Safety Committee (cont.)

To load and print a previously submitted Incident Report, select ***Load a Saved Form*** from the initial Incident Report screen at:

http://www.hrs.wsu.edu/forms/incident_report.aspx

Affected Party

Route a copy of the Incident Report and any attachments to the affected party.

RELATED PROCEDURES

See 2.30 for workers' compensation procedures.

See 2.32 for return-to-work procedures.

See *BPPM* 50.30 for workplace violence procedures.