

**Environmental Health and Safety Policy Manual**

Issue Date: 9/29/2009

Updated 8/17/2018

Policy # EHS-400.06

**Incident and Accident Reporting and Investigation Policy**

**1.0 PURPOSE:**

This policy provides the LSU Health Sciences Center (LSUHSC) community with the necessary information to ensure timely and accurate reporting of all incidents and accidents in accordance with State of Louisiana Office of Risk Management (ORM) guidelines. Furthermore, the policy provides guidelines to ensure thorough investigation, root cause analysis, and trend analyses of incidents and accidents are performed to prevent re-occurrences.

**2.0 SCOPE:**

This policy applies to all LSUHSC employees, students, visitors, clients, and contractors involved in an incident or accident. An incident is defined as an unplanned, or “near-miss”, event that could have caused personal injury or property damage. An accident is defined as an unplanned event that caused personal injury or property damage. A motor vehicle accident is “any incident in which the vehicle comes into contact with another vehicle, person, object, or animal that results in death, personal injury, or property damage, regardless of: who was injured, what was damaged or to what extent, where it occurred, or who was responsible.”

**3.0 RESPONSIBILITIES:**

**Employees and Students shall** report any incident or accident to their supervisor or instructor immediately, regardless how insignificant the incident or accident may seem.

**Supervisors and Instructors shall:**

- Notify senior leadership should there be an accident resulting in serious injury, death, or significant property damage.
- Report accidents requiring Emergency Medical Service response to University Police.
- Report any incident or accident involving recombinant DNA (rDNA) to the Biological Safety Officer (BSO) immediately.
- Complete and submit the required forms.
- Immediately report all accidents involving injuries that result in medical expenses to Human Resource Management (HRM).

**University Police shall:**

- Respond to all accidents requiring Emergency Medical Service response. If required, contact Environmental Health and Safety (EHS) to support the investigation. Also, respond to vehicle accidents that involve an LSUHSC-owned vehicle, occurred on LSUHSC grounds, or involved an injury or death.
- Respond to all visitor and contractor incidents and accidents and complete the DA 3000 form (Appendix A).
- Notify Environmental Health and Safety and Facility Services if a medical emergency (i.e., an E.R. visit or hospital stay) occurs involving the use of an elevator.

**Environmental Health and Safety Department shall:**

- Conduct investigations on accidents involving serious injury, death or significant property damage.
- Consult with the Chair of the Institutional Biosafety Committee and determine the necessity of reporting incidents to federal agencies.
- Review all applicable forms for accuracy and completeness.
- Maintain a log of all incidents and accidents and perform periodic trend analysis.
- Per State of Louisiana Office of Risk Management Insurance Information Notice 2018-7, if a medical emergency (i.e., an E.R. visit or hospital stay) occurs involving the use of an elevator, report it immediately to the NEIS main office at (314) 620-8648. Upon notification, NEIS will notify ORM and arrive within 24 hours to conduct an investigation. The unit must be removed from operation and secured until NEIS arrives.

**The Office of the Vice Chancellor for Administration and Finance shall** facilitate the submittal of reports to ORM for all vehicular accidents, property losses exceeding our deductible, and potential general liability exposures.

**Human Resource Management (HRM) shall:**

- Report all accidents that involve medical expenses to ORM for Workers' Compensation.
- Review and maintain Louisiana Office of Workers' Compensation First Report of Injury forms DA 1973 (Appendix B) for occupational injuries and populate the appropriate information in the ORM and PeopleSoft databases.

**4.0 REPORTING PROCEDURES:**

Reporting shall be done electronically via the on-line fillable forms located on the EHS web site at <https://www.lsuhs.edu/admin/pfm/ehs/iaform.aspx>. Guidance on the use of the appropriate forms is provided on the web site and below:

**For an incident or accident involving employees:**

Employees shall report any incident or accident to their supervisor immediately, regardless of how insignificant the incident or accident may seem. The supervisor

shall then complete and submit the [on-line fillable DA 2000 form](#) (Appendix C) within five calendar days. If the employee incurs medical expenses as a result of the accident, see section 5 of this policy.

**For an incident or accident involving students:**

If the event occurs in the classroom, the instructor will complete and submit the [on-line fillable DA 3000 form](#) within five calendar days. If the event occurs outside the classroom, notify University Police, who will respond and complete the DA 3000 form.

**For an incident or accident involving visitors or contractors,** notify University Police. University Police will then respond and complete and submit the [on-line fillable DA 3000 form](#).

**For motor vehicle accidents:**

- Call the local Police to report the accident and obtain a traffic accident report when available. If the accident involves an LSUHSC-owned vehicle, occurred on LSUHSC grounds, or involved an injury or death, notify University Police at 568-8999 or 568-8270.
- Complete and submit an [on-line fillable DA 2041 form](#) (Appendix D) within 48 business hours (2 business days). Alternatively, to expedite submittal if the DA 2041 form has been completed by hand, it may be scanned and emailed to [DA2041@lsuhsc.edu](mailto:DA2041@lsuhsc.edu) and <mailto:6410StateofLouisiana@sedgwickcms.com>.
- Include a copy of the local police traffic accident report with the DA 2041 submission. However, if the local police traffic accident report is not immediately available, submit the DA 2041 without it and follow-up later when received. Due to the time constraints on reporting, the DA 2041 can be submitted by either the employee or the supervisor.
- To facilitate timely completion of the DA 2041, keep a hardcopy of the [Vehicle Accident Reporting Quick Guide](#) (Appendix E) in your vehicle.
- Completion of the DA 2000 form is not required for vehicle accidents.

**5.0 WORKERS' COMPENSATION:**

- If the employee incurs medical costs due to the accident, the supervisor shall report the injury to HRM immediately at: phone (504)-568-7780, fax (504)-568-8010 or [bnich2@lsuhsc.edu](mailto:bnich2@lsuhsc.edu).
- Supervisors shall complete the Office of Workers' Compensation [on-line fillable DA 1973 form](#) within five calendar days. Completion of the DA 1973 is required in addition to, not in lieu of, completion of the DA 2000 form.
- Employees are entitled to seek medical care from providers of their choice under [Workers' Compensation](#). HRM may authorize initial medical assessments and treatments of \$750 or less. Except in emergency situations, assessment and treatment costs in excess of \$750 must be pre-approved by ORM or the claim could be denied.

- Employees shall notify their supervisor in writing of any lost or restricted work days ordered by a treating physician and also inform their supervisor of any changes and/or re-evaluations that may delay a return to work.
- Employees who have been out of work due to a work-related accident shall not return to work until the treating physician provides a return to work certificate. The certificate to return to work shall be forwarded to HRM by the employee's supervisor.
- Supervisors shall report all absences of seven or more calendar days related to occupational injury to the Employee Labor Relations office via telephone immediately so that they can file for compensation for any lost wages the employee may incur.
- Personnel should contact University Police at 568-8999 if they need Workers' Compensation support after normal working hours. The Police will contact Human Resources.

## **6.0 TRAINING AND EDUCATION:**

All new employees and students receive training on this policy. Refresher training is provided annually via the Knowledge Delivery System.

## **7.0 RECORDKEEPING:**

Maintain the following documents for the current and prior three fiscal years:

- Vice Chancellor for Administration and Finance (Mr. Matt Gedge): DA 2041
- EHS: DA 2000 and DA 3000
- HRM: DA 1973

## **8.0 REFERENCES:**

- [State of Louisiana Office of Risk Management Loss Prevention Manual, Procedures for Incident or Accident Investigation.](#)
- [LSUHSC-NO Workers' Compensation Homepage](#)

## **9.0 APPENDICES:**

- [Appendix A – ORM DA 3000 Form](#)
- [Appendix B – Office of Workers' Compensation DA 1973 Form](#)
- [Appendix C – ORM DA 2000 Form](#)
- [Appendix D – ORM DA 2041 Form](#)
- [Appendix E – Vehicle Accident Quick Guide](#)