



## **Accident/Incident Reporting Policy and Procedure**

### **Policy**

Employees must report all accidents or incidents resulting in injury or illness, regardless of severity, occurring during the course of employment with John Carroll University.

### **Purpose**

In an effort to maintain a safe and healthy campus/work environment, accidents and incidents that occur on University property or during the course of employment with the University must be reported. It is the intent of the University to minimize accidents, injuries and illnesses by correcting identified causes when appropriate and feasible.

### **Scope**

The accident/incident reporting policy requirements apply to all accidents and incidences involving University employees, on-site vendors, contractors, students and visitors, which result in (or might have resulted in) personal injury or illness.

### **Definitions**

"Accidents" are events that cause injury or illness to a person. Even "minor" injuries such as cuts or sprains are considered accidents. If in doubt, treat a situation as if it were an accident.

"Incidents" are near-miss events that have the potential of causing personal injury. Any event that causes damage to University property is also considered an incident.

"Occupational accidents" are accidents that occur to a University employee while conducting work related activities for the University.

"Non-occupational accidents" are accidents that occur to University students, volunteers, or visitors while they are on campus or off campus attending or participating in a University sponsored activity. This includes University employees under the following circumstances:

# John Carroll University

## Accident/Incident Reporting Policy

1. The employee is in a non-work status and becomes injured or ill while attending or participating in a University sponsored activity.
2. The employee is injured or becomes ill while conducting non-work related activities, such as jogging, racquetball, tennis or basketball, while in an official work status.

### Responsibilities

Employees are responsible for:

- Following safe work practices.
- Reporting any conditions that they consider unsafe to their supervisor, the Human Resources Department, or the Manager of Regulatory Affairs and Risk Management.
- Promptly reporting occupational accidents and incidents to their supervisor or appropriate University official (e.g. John Carroll University Police Department (JCUPD), Human Resources Department).

Failure to report an occupational accident may result in the denial of benefits under workers' compensation laws.

The employee's immediate supervisor is responsible for:

- Obtaining prompt medical treatment for the injured employee and securing the accident scene as appropriate.
- Reporting occupational accidents or incidents to the Human Resources Department as soon as possible, but within three calendar days following the accident or incident. Accidents and incidents can be reported using the Accident/Incident Report and Investigation Form in Appendix A or by a JCUPD incident report.
  - o NOTE: In the case of accidents that result in fatality or the hospitalization of three or more employees, the report must be submitted IMMEDIATELY. *The University is required to report any such incidents to the local Occupational Safety and Health Administration (OSHA) office within eight hours of the incident.*
  - o In the case of accidents that result in "lost time" injury, must be reported to the Ohio Bureau of Workers' Compensation within 30 days.

# **John Carroll University**

## **Accident/Incident Reporting Policy**

- Investigating occupational accidents in areas under their supervision. Investigations should be conducted using the Accident/Incident Report and Investigation Form (see Accident Incident Report and Investigation Form).
- Assuring proper employee involvement in occupational accident investigations in an attempt to get their input into the cause and corrective actions.
- Correcting unsafe conditions or actions that contributed to the accident as appropriate (i.e. issuing a work order or by a direct action of a supervisor).
- Assuring 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.
- Assuring that employees under their supervision understand the reporting requirements and are aware of their responsibilities.

The Manager of Regulatory Affairs and Risk Management is responsible for:

- Maintaining a log of injuries and illness according to OSHA guidelines and regulations.
- Reviewing accident and incident reports for root causes of the accident or incident, and appropriateness of preventive and/or corrective actions.
- Reviewing and analyzing accident statistics for trends/patterns and making recommendations to the Divisional Vice Presidents on corrective programs or procedures.
- Reporting all accidents that result in fatality or hospitalization of three or more employees, to the Cleveland Occupational Safety and Health Administration (OSHA) office within eight hours of the incident.
- Notifying the Ohio Bureau of Workers' Compensation of any lost time injury within 30 days.
- Auditing practices against this procedure.

# John Carroll University

## Accident/Incident Reporting Policy

The Human Resources Department is responsible for:

- Coordinating with the supervisor in providing temporary, light duty, or alternative work assignments, to injured employees as appropriate.
- Forwarding a copy of all accident reports received to the Manager of Regulatory Affairs and Risk Management.
- Assuring that new employees are aware of and understand the policy.

Division Vice Presidents are responsible for:

- Holding all deans/departments chairs /directors/supervisors/and employees accountable for prompt accident reporting, investigations and associated corrective actions as outlined in this policy.
- Reviewing all occupational accident investigations involving medical attention or lost or restricted workdays.

### **Accident Procedure for Employees**

When accidents requiring **immediate medical attention** occur on campus, **911** should be called immediately, followed by a call to JCUPD (4600).

When accidents requiring routine first aid occur on campus, JCU Emergency Medical Services (EMS) should be contacted via JCUPD (4600).

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

When accidents requiring **immediate medical attention** occur on campus, **911** should be called immediately, followed by a call to JCUPD (4600).

When accidents requiring routine first aid occur on campus, JCU Emergency Medical Services (EMS) should be contacted via JCUPD (4600).

Students may also use the Student Health Center located in the lower level of Murphy Hall. The Health Center is closed when the University is not in session.

# **John Carroll University**

## **Accident/Incident Reporting Policy**

### **Accident Report and Investigation Forms**

#### Employee Accident Report and Investigation Forms:

Occupational accidents must be reported to the Human Resources Department. Supervisors should report accidents using the Accident/Incident Report and Investigation Form located in Appendix A. The report requires the signature of the supervisor and employee. For occupational accidents that require medical attention, or lost or restricted work, the report must be signed by the Divisional Vice President. Completed reports are to be sent to the Human Resources Department. For a Worker's Compensation Claim, a First Report of Injury (FROI) must be completed (see FROI and Instructions).

#### Student or Visitor Accident Reports and Investigations:

Non-occupational accidents occurring on John Carroll University's property should be reported as soon as possible by University personnel responding to the event (i.e. supervisor responsible for the area where the accident occurred, JCUPD, the host responsible for the visitor, Resident Advisor, etc.).

Non-occupational accidents may be reported using departmental reports such as JCUPD Incident Reports, residence hall incident reports, Campus Health Services incident reports or the Accident/Incident Report and Investigation Form.

Copies of student or visitor accident reports must be forwarded to the Manager of Regulatory Affairs and Risk Management.

Student and visitor accidents will be investigated at the discretion of the University. When an investigation is deemed appropriate, an ad hoc committee will be created to conduct the investigation. The ad hoc committee may include the following individuals as appropriate:

- I. Manager of Regulatory Affairs and Risk Management
2. The supervisor or University 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 contractor's employees should be reported to the University's representative managing the contractor using the Accident/Incident Report & Investigation Form or the contractor's reporting form. Copies of the report should

# **John Carroll University**

## **Accident/Incident Reporting Policy**

be sent to the Human Resources Department. Investigations into contractor accidents will be conducted at the discretion of the representative managing the contractor, Human Resources Department, Manager of Regulatory Affairs and Risk Management or Contractor.

### **References**

Accident/Incident Reporting and Investigation Form  
Department Incident/Accident Report Forms (department specific)  
Workers' Compensation First Report of Injury (FROI) Form