



# ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY

## Programs & Policies —

### *INCIDENT AND INJURY REPORTING POLICY*

## PURPOSE and SCOPE

All incidents, injuries, near-misses, or unsafe conditions, involving University employees, students, contractors, or visitors shall be reported in accordance with this policy. All workers have a right to report work-related injuries or illnesses free from retaliation.

## DEFINITIONS

**INCIDENT** - An unanticipated event that results in an injury, illness, hazardous spill/release, or significant property damage (e.g., fire or flooding).

**NEAR MISS** - An incident where NO property was damaged and NO personal injury was sustained, but where given a slight shift in time or position damage and/or injury easily could have occurred.

**OSHA RECORDABLE INJURY** - An employee injury that results in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness.

**WORK RELATED** - An injury or illness is work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness.

## RESPONSIBILITY

### **EMPLOYEES OR STUDENTS PERFORMING WORK ARE RESPONSIBLE FOR:**

1. Reporting all incidents, injuries and near misses via the YSU Incident Reporting Form
2. Completing the required documentation detailed in this policy for all injuries; and
3. Participating in a root cause analysis investigation with EOHS as deemed necessary.

### **SUPERVISORS ARE RESPONSIBLE FOR:**

1. Ensuring all incidents, injuries and near misses have been reported
2. Completing and submitting the required documentation detailed in this policy;
3. Coordinating and participating in the post-incident interview and root-cause analysis with employee and EOHS;
4. Conducting their own investigation to evaluate adherence with non-safety related policies (e.g., human resources or departmental-specific policies), as deemed necessary;
5. Ensuring the items of concern identified in the corrective action plan are implemented (e.g., assign an owner, request funding as necessary); and
6. Managing the return to work process to ensure any restrictions provided by the physician are followed.



**ENVIRONMENTAL AND OCCUPATIONAL HEALTH AND SAFETY (EOHS) IS RESPONSIBLE FOR:**

1. Responding to and conducting a root cause analysis investigation of all incidents, injuries and near misses, as deemed necessary
2. Developing a corrective action plan to eliminate/minimize unsafe conditions
3. Identifying the urgency of the corrective action and those responsible for addressing the scope of the action item(s)
4. Assisting departments with the implementation of corrective action plans
5. Provide the investigation reports to other departments as requested
6. Notifying other departments of incidents impacting non-employees (e.g., contractors, students, visitors)
7. Maintaining required injuring and illness recordkeeping documents
8. Notifying the Occupational Health and Safety Administration (OSHA) for any fatality, in-patient hospitalization, amputation, or loss of an eye

**ACADEMIC AND OTHER DEPARTMENTS ARE RESPONSIBLE FOR:**

1. Responding to and conducting a root cause analysis investigation of all accidents or incidents involving employees or students in research laboratories or teaching laboratories, as deemed necessary
2. Notifying EOHS immediately if an employee injury occurs
3. Developing a corrective action plan to rectify any unsafe condition
4. Identifying the urgency of the corrective action and those responsible for addressing the scope of the action item(s)

**THE HUMAN RESOURCE DEPARTMENT IS RESPONSIBLE FOR:**

1. Managing the Workers' Compensation Program
2. Immediately notifying EOHS if an injury is reported directly to their office. Especially, if the injury warrants response to prevent injury to others or it required immediate OSHA reporting (i.e., fatality, admitted to hospital, amputation, or loss of eye)

**PROCEDURE****A. TYPES OF INJURIES****1. FIRST AID INJURIES**

First aid kits for minor injuries are located throughout campus. Do not touch another person's blood or other bodily fluids unless you have been properly trained. Call the EOHS Department immediately at x3700 (330-941-3700) to assist with treatment as well as all clean up.

**2. MINOR INJURIES**

If a minor injury requires treatment beyond first aid immediately contact your supervisor and the EOHS department. Do not seek medical attention without first reporting the injury and speaking with the Director of EOHS or designee. Call the EOHS Department at **x3700 (330-941-3700)**. For night and weekend shifts call Campus Police to file a report before going to the doctor. If it is a medical emergency call 911 first and then notify your supervisor and EOHS.

**3. EMERGENCY MEDICAL TREATMENT**

Employees needing emergency medical assistance should call the Campus Police at **x3527 (330-941-3527)** or **911**. Campus police are onsite and can respond at all times. The police will notify the ambulance as necessary and guide their arrival.



4. The Student Health Center is available to treat YSU students with minor injuries or illnesses. Employees seeking treatment for work related injuries or illnesses at the Student Health Center will be referred to the EOHS Department.

## **B. REPORTING INCIDENTS AND INJURIES**

All safety and health incidents involving faculty, staff and other employees must be reported and documented. Basic follow up step will be taken by EOHS and depending on the severity, an investigation may be conducted. The following steps need to be followed when reporting an incident and injury:

1. All university departments will use the YSU Incident Investigation Report to document campus incidents and injuries. Once completed, these forms are to be forwarded to EOHS.
2. Any work-related injury, no matter how minor it may seem, must be reported immediately (no later than the end of the working day) to your supervisor and the EOHS Department. The injury must be reported whether the employee is full-time, part-time, or a student.
4. If it is a medical emergency, police officers will be dispatched to the injured employee at the campus location, assess the area, render care and take a report. The police report will then be given to EOHS for follow up as needed.
5. If an employee is involved in work-related duties off campus and is injured or involved in an incident, a report should be filed with EOHS Department immediately if possible, but no later than the end of the working day.
6. The EOHS Department will take an initial report on all incidents and injuries. Copies of the reports are kept on file in the EOHS Department. Employees requiring copies of those reports should contact the Director.
7. Copies of the reports involving employee medical treatment (workers compensation) are forwarded to the Human Resource Department. Employees requiring copies of these reports should contact HR.

## **C. WORKERS COMPENSATION**

1. University faculty, staff and other employees are covered by the Ohio Bureau of Workers' Compensation (BWC). Under BWC laws, employees receive payment on their behalf for required medical expenses and lost time due to injuries that occur on the job.
2. Failure to submit an incident investigation report immediately (no later than the end of the working day) may result in loss of payment, or delayed payment, of Workers' Compensation benefits.
3. The Human Resources Department will initiate the BWC process once the required report forms have been completed and turned in to the office of Human Resources.

