

Name: <b>Reporting Procedures for Accidents, Incidents &amp; Near Misses for Maintenance and Construction Activities</b>		
Date Created: 2/17/14	Date Revised:	Reviewed By: EHS Staff

### **Applicability**

These procedures apply to employees in Facilities and Property Management (FPM) and Capital Projects and Construction (CPC), and all contractors working under the direction of these departments

### **Introduction**

The Environmental Health and Safety (EHS) department at Portland State University (PSU) is committed to providing a safe work environment for all campus employees. These Procedures contribute to a safe and healthy work environment by:

- improving communication and training associated with the causes of accidents, incidents and near misses;
- increasing awareness of potentially unsafe practices, acts and conditions; and
- ensuring investigations and fact finding to minimize the potential for future accidents and incidents.

EHS will conduct accident, incident and near miss investigation with all the parties involved. Investigations will focus on fact-finding and root cause analysis.

### **Definitions**

The Occupational Safety and Health Administration (OSHA) uses the following definitions for accident, incident and near miss:

***Accident*** - an undesired event that results in a personal injury or property damage.

***Incident*** - an unplanned, undesired event that adversely affects completion of a task.

***Near Miss*** - an incident where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

## **Implementation and Responsibilities**

Implementation of these Procedures is the responsibility of each employee in FPM and CPC. EHS is responsible for providing technical guidance and leading investigations.

### **All Employees**

- Read, understand and follow these Reporting Procedures.
- Be able to identify accidents, incidents and near misses.
- Review and understand the following forms: PSU Injury Report, Near Miss Report and SAIF 801 (Report of Job Injury or Illness).
- Report to EHS any contractor accidents, incidents or near misses you witness immediately.

### **Supervisors**

- Read, understand and follow these Reporting Procedures.
- Ensure employees are trained on these Procedures and know the location of the forms required for reporting.
- Review and understand the following forms: PSU Injury Report, Near Miss Report and SAIF 801.
- Assist with fact finding and investigations to analyze the root cause of these occurrences to help prevent recurrences.
- Help to mitigate, change or replace systems, damaged equipment etc..., found through the investigation/fact finding process.

### **Environmental Health and Safety (EHS)**

- Maintain and update this Procedure and make it accessible to all employees in affected departments.
- Ensure supervisors and employees are trained on this procedure and informed of their responsibilities.
- Lead fact finding and investigations to analyze the root cause of these occurrences to help prevent recurrences.
- Ensure appropriate corrective actions are taken, when applicable, to address the root causes of accidents, incidents, or near misses.

### **Contractors**

- Report all accidents, incidents and near misses to the Project Manager or PSU's EHS department.
- Cooperate with PSU's EHS department on accident, incident and near miss investigations.

## **Reporting Procedures**

When accidents, incidents or near misses occur, employees, witnesses/coworkers and supervisors must follow these Procedures:

## Reporting Procedures (continued)

1. When an Injury occurs:
  - a. Call 911 or CPSO (5-4404) for immediate medical attention or other emergency support if needed.
  - b. Notify the injured employee's supervisor immediately.
  
2. For all accidents, incidents and near misses:
  - a. Notify your supervisor immediately.
  - b. Notify EHS as soon as possible after the event.
  - c. Ensure safety of others in the area of the event by restricting access to the scene, equipment and/or machinery if appropriate.
  - d. Preserve the scene, equipment and/or machinery as much as possible, and/or take pictures.
  - e. Notify work order center to correct unsafe condition(s) if needed.
  
3. Employees and Supervisors must complete and submit required forms as soon as possible after the accident, incident or near miss. Supervisors and employees should keep copies of completed forms for their records.
  - a. For Injuries:
    - PSU Injury Report and SAIF 801 (Report of Job Injury or Illness)
    - Submit originals to Human Resources and copies to EHS
    - Forms are on the Human Resources website:  
<http://www.pdx.edu/hr/policies-contracts-forms>
  
  - b. For Near Misses:
    - PSU Near Miss Report
    - Submit original to EHS
    - Form is on the EHS website

~~~~~æÄã•Ü^][ic\*Áq|{Á

Á