

Accident Prevention and Reporting Policy

**Purpose and Application**

This policy is written to ensure that Gateway/JSNN employees, students, contractors, and visitors follow safe work practices, report unsafe work conditions, promptly report accidents and incidents, and work to prevent reoccurrence.

This policy applies to all Gateway/JSNN employees, students, contractors, and visitors when engaged in any activities taking place on Gateway University Research Park property.

**Definitions and Scope**

**“Accidents”** include all sudden or non-sudden events that cause injury 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”** include near-miss events that have the potential of causing personal injury. Any event that causes damage to Gateway/JSNN property is also considered an incident.

**Roles and Responsibilities**

Employees and students are responsible for following safe practices, reporting to their supervisor or lab manager, any conditions that they consider unsafe. Promptly reporting (within 24 hours) all accidents and incidents to their supervisor/lab manager or other appropriate official.

Gateway’s Environmental Health and Safety (EHS) Manager must be ***promptly*** notified of serious accidents or injuries that require medical attention. Supervisors/Lab Managers are responsible for securing the accident scene, analyzing the accident and reporting the circumstances, including hazardous condition that exists, by completing and submitting the necessary reporting forms within 24 hours (See Attachments).

The EHS Manager assists in providing information and training on safe work practices, conducts inspections of work areas, investigates certain accidents and incidents to determine the root cause of the accident or incident, and recommends preventive/corrective actions.

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The EHS Department and Human resources, at each respective University, processes all accidents that have potential to result in a worker compensation or insurance claim.

The Human resources office/EHS Department, at each respective University, is responsible for all employee relations and maintains the OSHA 300 Log of reportable accidents and injuries.

Employees injured at work can seek medical evaluation from the occupational clinic their respective University has contracted with. The Student Health Center’s at each respective University provides medical services to students.

**Procedures**

**Reporting Employee Accidents Requiring Emergency Medical Care**

In the event of a serious accident or incident at the Gateway Campus, immediately call (911) and then contact Gateway’s EHS Manager (217-5143) business hours and at (419-9397) afterhours.

The supervisor/lab manager will provide human resources with information as necessary.

**Reporting Non-Emergency Employee Accidents or Incidents**  
Employees injured in accidents not considered emergencies must be evaluated immediately during regular business hours. Injured employees who schedule an appointment with outside Occupational Health Clinic must do so within 24 hours of the initial injury. The supervisor will follow through with the necessary reporting of the injury.

**Reporting Student, Visitor, or Contractor Accidents**  
Students injured in emergencies should be reported immediately to Gateway’s EHS Manager either by the student and/or his/her Supervisor/Lab manager. The Student Injury/Illness Report form must also be completed (Attachment B). The EHS Manager will contact the respective University EHS Department as appropriate.

Visitors should also report accidents and injuries to Gateway’s EHS Manager. The EHS Manager will contact Gateway’s Business Manager as appropriate.

Contractors will notify Gateway’s project manager or representative as appropriate.

**Accident Reporting Forms**

For **employee accidents**, supervisors must complete the Accident Injury Report form (Attachment A) and immediately submit the form to Gateway’s EHS Manager.

For **student accidents**, supervisors/lab managers must complete the Student Injury Report form (Attachment B) and immediately submit the form to Gateway’s EHS Manager.

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For **visitor/contractor accidents**, the project manager and/or staff member aware of the incident must complete the Visitor Accident Report form (Attachment C) and immediately submit the form to Gateway’s EHS Manager.

**Accident Training and Awareness**  
Accident and incident prevention and reporting is described in new employee orientation and presented in Emergency Procedures available from Gateway’s EHS Manager.

**Accident Investigations and Follow-up**  
Accident Investigations are conducted initially by supervisors and/ or Lab Managers. Gateway’s EHS Manager may join in the investigation, depending on circumstances. Detailed investigation may include interviews, photographs, training/document reviews and preparation of a written report for all serious accidents and incidents.

**Trend Analysis and Corrective Action**  
Gateway’s EHS Manager and the Safety Committee, will periodically review accident and incident reports to identify trends, root causes and potential corrective actions. Annual summary of this analysis and any apparent trends will be available to management and affected groups.

The documents listed below may be obtained by contacting the office in brackets or Gateway’s EHS Manager.

* Accident Report and Injury forms (EHS)
* Emergency Procedures (EHS)
* Return-to-Work Program (HR from respective University)
* North Carolina Rules and Statutes (EHS)
* OSHA General Duty Clause (EHS)

**College of Saint Benedict**