

 <p>Portland Community College Health and Safety Manual</p>	Department: Environmental Health and Safety (EH&S)	
	Function: Health & Safety Manual	
	Topic: Chapter 2 - Accident Investigation	
	Board Policy: B507	Revised Date: December 2022

Authority	PCC Board Policy – B 507 Portland Community College is committed to providing a safe and healthy work and educational environment for our employees, students, and visitors.
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Summary	It is Portland Community College’s goal to reduce or eliminate workplace accidents and injuries. PCC supervisors will utilize the following process to investigate accidents and injuries to determine their cause and to use appropriate corrective actions to prevent recurrences.
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I. PURPOSE

The purpose of the Accident Investigation Plan is to outline the procedures that Portland Community College (PCC) uses in its accident and injury investigation and reporting. It is PCC's goal to eliminate workplace accidents or injuries. However, should they occur, PCC will thoroughly investigate to determine the cause and any appropriate corrective action to be taken to help prevent any future occurrence.

PCC focuses not simply on unsafe acts or conditions which may have led to an accident or injury, but also on why the unsafe acts or conditions were present. From this perspective PCC is better able to identify any changes that are necessary.

II. AUTHORITY

- PCC Board Policy—B507
- OSHA 1904 *Recording and Reporting Occupational Injuries and Illness*
- OAR 437-001-0700 *Recording Workplace Injuries and Illnesses*
- OAR 437-001-0704 *Reporting Fatalities, Catastrophes, Injuries, and Illnesses to Oregon OSHA*
- OAR 437-001-0760 *Rules for All Workplaces*
- OAR 437-001-0765 *Safety Committees*

III. RESPONSIBILITY

A. Department Managers

- Ensure that all accidents, incidents, injuries, illnesses, near-misses, or reports of property damage are promptly reported.
- Complete the online *Injury/Property Incident Report*, or send the completed hardcopy to EH&S.

B. Immediate Supervisor/Manager

- Promptly perform the initial accident/incident supervisor investigation of all reported accidents, incidents, injuries, illnesses, near misses, or reports of property damage
- Make recommendations to reduce the likelihood of a reoccurrence.
- Complete the online *Supervisor Investigation Report* with corrective action(s), or send the completed hardcopy Form 1 to EH&S.

C. Environmental Health and Safety

- Be involved in the investigation of all serious disabling claims, fatalities, catastrophes, or any other claim a department may be required to investigate, as well as any accident/incident that Environmental Health and Safety sees as needing additional investigation.

D. Safety Committee

- Be trained in the principles of incident investigation to aid in review of all redacted Supervisor Investigation Reports.
- Review associated recommendations and provide additional insight as to methods which might assist in reducing the likelihood of recurrences.
- Include written recommendations in the Safety Committee minutes.

IV. PROCEDURE

A. Investigation Reports

All accidents/incidents will be reported through the *Injury/Illness/near miss Incident Report* form available on-line through the Risk Services website. PCC manages all incident report information in an on-line database which allows for improved management of incident reports, investigation reports, and other supporting information. OR-OSHA requires all accidents/incidents to be reported and the appropriate forms completed within six days of PCC's knowledge; therefore, ALL accidents/incidents must be reported immediately to a supervisor/manager.

For all accident/incident reports involving an employee injury or illness, Environmental Health and Safety (EH&S) will request the affected employee's manager or dean complete the *Supervisor Investigation Report*. If on-line access of the investigation form is unavailable, *Form 1: Supervisor Investigation Report* can be completed and sent to EH&S through email or campus mail.

If the injured employee* is unable to work for any period of time or has seen a doctor for the appropriate treatment of the injury or illness, the supervisor/manager is to complete and submit to Risk Services an *801 Report of Occupational Injury or Disease* (CPP436-801), available from Risk Services.

* *Note: For incident reporting and investigations, a student who is currently enrolled in one of PCC's clinical affiliates, apprenticeship, cooperative education, or professional crafts programs is identified as a PCC employee when he or she is working on, or off, campus.*

The supervisor investigation process is used for determining causation and contributing factors of the accident or incident with a focus on determining the root cause of the accident or incident. PCC will thoroughly investigate all accidents and incidents to determine the cause and any appropriate corrective actions to be taken to help prevent future occurrence. For additional information on completing Supervisor Investigation Report, See *Appendix B: How to Conduct an Accident Investigation*.

B. Exposure Incidents

If an employee or student sustains an exposure incident to blood or other body fluids, the exposure must be immediately reported to the supervisor/manager as well as through one of the following methods:

- Contact Public Safety
- Complete an on-line *Injury/Illness/near miss Incident Report*
- Complete *Form 2: Bloodborne Pathogens Incident Report*

Form 2: Bloodborne Pathogens Incident Report is to be completed by the Dean or Manager in conjunction with the exposed employee, or Medical Field Practicum Student, and is forwarded to EH&S and Risk Services.

C. Safety Committee Review

Once completed, the *Supervisor Accident Investigation Report* for an individual will be printed and personal details redacted to be presented to the monthly campus Safety

Committees. The Safety Committees will review the investigation report and recommend additional corrective actions if any are identified.

D. PCC's OR-OSHA Reporting of an Occupational Fatality, Catastrophe, or Accident

PCC's Environmental Health and Safety (EH&S) Manager is responsible for notifying the Oregon Occupational Safety & Health Division (OR-OSHA) of specific incidents/accidents that occur. In compliance with OR-OSHA rules, PCC will:

- Within 8 hours report any workplace fatality, amputation, loss of an eye, or three or more employees admitted to a hospital
- Within 24 hours report any injury resulting in an overnight or longer hospital admission.

V. TRAINING

PCC will provide training on accident/incident investigation to all supervisors and managers as well as safety committee members. The training will focus on developing the awareness and understanding of supervisor investigation reporting as required by OR-OSHA and will give guidance on what information to include in an investigation report.

Training will be provided through various mediums and will be facilitated by EH&S.

VI. RECORDKEEPING

All Injury/Illness Incident Report and Supervisor Investigation Reports will be maintained as follows:

- EH&S will maintain on-line copies of all *Injury Incident Report* forms and *Supervisor's Accident Investigation Report* forms for employee incidents and work-related injuries and illnesses.
- PCC's Public Safety department will maintain original records regarding student and visitor accident/incidents.
- Risk Services will maintain some level of documentation for students, visitors and employees, especially when Workers Compensation documentation is involved.

PCC will assure the preservation and retention of medical records for at least the duration of employment plus thirty (30) years. An exception is made for first aid records (not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters and the like which do not involve medical treatment, loss of consciousness, or restriction of work or motion. Medical records will only be stored in the official medical file.

Medical records and personnel sensitive documents are kept strictly confidential by Human Resource Management.

PCC shall track and record all employee injuries and illnesses in order to provide documentation for any OSHA or *Worker's Compensation* inquiries.