

 <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 2019

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 the Portland Community College's goal to reduce or eliminate workplace accidents and injuries. PCC supervisors will utilize this process to investigate accidents and injuries to determine their cause and to use appropriate corrective actions to prevent reoccurrences.
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	iv. <i>Bloodborne Pathogens Exposure Control Plan, Ref H&SM Ch 4 Bloodborne Pathogens Incident Report</i>

I. PURPOSE

It is the purpose of the Accident Investigation plan 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. A training program has been developed concerning accident and injury investigation techniques with the appropriate forms to be used.

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

Department Managers — It is the direct responsibility of each department manager to 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 Form 1 to EH&S.

Immediate Supervisor/Manager — It is the responsibility of the immediate supervisor/manager, or group leader, to promptly perform the initial accident/incident supervisor investigation of all reported accidents, incidents, injuries, illnesses, near misses, or reports of property damage, and arrive at recommendations to reduce the likelihood of a reoccurrence. Complete the online *Supervisor Investigation Report* with corrective action(s), or send the completed hardcopy Form 2 to EH&S.

Environmental Health and Safety — EH&S and Risk Services shall 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.

Safety Committee — The campus/center Safety Committee will be trained in the principles of incident investigation to aid in review of all written accident/incident investigation reports. The committees shall review associated recommendations, and provide additional insight as to methods which might assist in reducing the likelihood of reoccurrences.

The Safety Committee review will include:

- All appropriate accident/incident investigations provided from the supervisors for review and recommendation;
- An investigation utilizing Form 3, *How to Conduct an Accident Investigation*;
- Make written recommendations from the review of such cases shall be noted in the Safety Committee minutes, however, the actual investigation statements shall not be made a part of that record.

IV. PROCEDURE

ALL accidents/incidents will be submitted thru the *Injury or Property Incident Report* form on-line at; <http://www.pcc.edu/hr/incident-report/>. This information is stored in the on-line database. Public Safety will complete their *PCC Injury/Illness Incident Report* and forward to Risk and EH&S.

After the *Injury/Illness Incident Report* has been submitted online, Environmental Health and Safety (EH&S) will request the *Supervisor Investigation Report* to be completed by the employees' supervisor. If the on-line access is unavailable, hardcopies of each of the forms will need to be completed and sent to EH&S.

EH&S will utilize these reports to contact the supervisor/manager to verify if the injured employee required transportation to a hospital by an employee, or ambulance, and that they were admitted to a hospital as an in-patient.

All in-patient hospitalization must be reported to OR-OSHA within 24-hours of admission.

According to Oregon Administrative Rules (OAR) 437-001-0704 *Reporting Fatalities, Catastrophes, Injuries, and Illnesses to Oregon OSHA* for reporting times PCC MUST:

- Report within eight hours for Fatalities and Catastrophes
- Report within 24 hours for In-Patient Hospitalization

OR-OSHA requires ALL accident/incidents (see Appendix A - Definitions) 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.

PCC does require that:

- The supervisor/manager reports to EH&S if the employee is admitted to the hospital **within 24 hours** of an injury resulting in an overnight, or longer, hospital admission.
- The supervisor/manager is to complete and submit to EH&S the on-line *Supervisor Investigation Report* with corrective actions that may be noted for follow up.
- If the injured employee/student* is off from work, or out of school 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, 801 *Report of Occupational Injury or Disease* (CPP436-801) a State of Oregon Workers and Employers report (contact Risk Services for this form).

* **NOTE:** A student who is currently enrolled in one of PCC's clinical affiliates, apprenticeship, cooperative education, or professional crafts program is identified as a PCC employee when he or she is working on, or off, campus.

Non-Exposure Incident — No report is required by OR-OSHA if there was no exposure to someone else's blood, body fluids, or other potentially infectious material (OPIM).

The supervisor investigation process is used for determining causation and contributing factors of the accident or incident. The essence of the investigation process is to determine the root cause of the accident or incident.

PCC will thoroughly investigate all accidents and incidents to determine the cause and any appropriate corrective action to be taken to help prevent any future occurrence.

The focus is 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.

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.

VI. TRAINING

Training of supervisors and managers and safety committees will be directed at developing the awareness and understanding of injury/illness incident reporting as required by OR-OSHA. Training will be provided through various means with primary instruction given by EH&S and to the immediate supervisor/manager and safety committees.

Supervisors and managers of employees are required to attend training to understand the use and application of the:

- *Injury/Illness Incident Report* (Department of Public Safety);
- *Injury or Property Incident Report*;
- *Supervisor Accident Investigation Report*;
- *Bloodborne Pathogens Incident Report*;
- *801 Report of Occupational Injury or Disease* (CPP436-801)

Information regarding employee health & safety training such as agendas, handouts, presentation materials, rosters, etc., is maintained by the EH&S department when the EH&S department hosts/conducts the training.

It is requested that the employees include their G# with all training documentation. Training records will be forwarded to the HR department after EH&S review.

VII. RECORDKEEPING

PCC will assure the preservation and retention of the *Injury/Illness Incident Report* and *Supervisor Investigation Report* for at least the duration of employment.

All records are to be retained by the applicable departments for the duration established by the Oregon State Archives in conjunction with government regulations.

Exposure incidents shall be reported and retained according to PCC protocols. If an employee or student sustains an exposure incident to blood or other body fluids, the exposure must be immediately reported to PCC's supervisor/manager or administrator using the following methods:

- Department of Public Safety - *Injury/Illness Incident Report*
- EH&S H&SM Ch 4 - *Bloodborne Pathogens Incident Report*
- The on-line form used for the *Injury or Property Incident Report* are located at the link; <https://www.pcc.edu/hr/incident-report/>

The forms are retained in personnel medical records, or in the PCC on-line database.

Confidentiality

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. Program/Department supervisors/managers do not store any medical records in their office files.

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

Log of Injury and Illness

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