

Accident Investigation Appendix C: Resources

Additional safety-related information and resources can be located at the following PCC websites:

- Environmental Health & Safety: <https://www.pcc.edu/facilities-management/services/environmental-health-and-safety/>
- Public Safety: <https://www.pcc.edu/public-safety/>
- Risk Services: <https://s443-intranet-pcc-edu.view.pcc.edu/departments/finance/safety/>
- *Injury or Property Incident Report*: <https://www.pcc.edu/hr/incident-report/>

Department of Public Safety (DPS) Office for *Injury/Illness Incident Report*

The DPS *Injury/Illness Incident Report* form will be completed by DPS and emailed to the PCC Medical Reports <incidentreports-group@pcc.edu>.

When Public Safety responds to an incident/accident and reports that the employee was taken by ambulance to the hospital, the OR-OSHA reporting time starts. After EH&S receives notification of the Public Safety report that an incident occurred, a phone call will be made to the supervisor to verify if the injured employee was admitted as in-patient hospitalization and to verify the time of the admission.

Accident and Injury Reports

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.

Forms required for reporting an accident/incident or exposure accident are available through each department, and on the Environmental Health and Safety Intranet on-line home page.

Utilize the hardcopy version if the on-line access is unavailable.

These forms are appended to PCC's *Accident Investigation*.

- Department/Program - *Bloodborne Pathogens Incident Report* [Ref. H&SM, Ch 4]
- Department/Program - *General Safety Programs and Responsibilities*, [Ref. H&SM, Ch 1] *Hazardous Condition Report*
- Department/Program – *Safety Committee Charter* [Ref. H&SM, Ch 3]
- Department/Program - *Supervisor's Accident Investigation Report*
- Safety Committee - *How to Conduct an Accident Investigation*

Forms and additional information are available from Environmental Health and Safety

Bloodborne Pathogens Incident Report [Supervisors/Managers and employee]

The *Bloodborne Pathogens Incident Report* is to be completed by the Supervisor or Manager in conjunction with the exposed employee, or Medical Field Practicum Student, and is forwarded to Risk Services. Utilize this form to complete the needed information.

Hazardous Condition Report [All personnel]

Follow the instructions in the EH&S H&SM, Ch 1, *General Safety Programs and Responsibilities*.

Utilize the *Hazardous Condition Report* to complete the health and safety hazard.

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Supervisor Accident Investigation Report [Supervisors and Managers]

OR-OSHA requires an investigation be done by the supervisor within **24 hours** for all PCC employees and those students who are included as employees under clinical affiliate apprenticeships, cooperative education or professional crafts who are working on or off campus.

Notification to EH&S will be through an email with the title, '*New Incident Report Received,*' indicating that an accident/incident has taken place involving an employee or student worker. The database will be updated and EH&S will accept the assignment and will then request the *Supervisor Investigation* report to be sent to the employees' supervisor.

The notification may include the scanned hardcopy form completed by the Department of Public Safety, or submitted to Risk Services via email, or inter-office mail. All hardcopy forms will be uploaded into the database for electronic retrieval. The supervisor will be contacted by EH&S within 24-hours after the reception of the Department of Public Safety *Injury / Illness Incident Report*, or Risk Services, *Injury or Property Incident Report* forms.

Supervisors will notify EH&S of any in-patient hospitalizations. Verification with the supervisor will determine when the employee was admitted to the hospital in order to respond to Oregon OSHA reporting time criteria to report within 24 hours of in-patient admission.

The supervisor is requested to utilize the information from the *Incident/Accident Report* as well as an interview with the employee, to complete this *Supervisor Accident Investigation Report* electronically and return to EH&S within 24 hours. A designee by the supervisor may complete the form in their absence.

The supervisor is to complete the electronic fillable form with corrective actions as noted for follow up. Utilize the hardcopy version if the on-line access is unavailable.

The redacted form is provided to the Safety Committee for review then returned to EH&S.

How to Conduct an Accident Investigation [Safety Committees]

Utilize the *How to Conduct an Accident Investigation* form and follow the enclosed instructions.

The bottom of the form needs to include contacts for the Federation, Dean and CSAC.

The completed form needs to be returned to EH&S.

Utilize the hardcopy version if the on-line access is unavailable.