

Responsible Office: Office of Environmental Health and Safety (EHS) and Risk Management

Applies to: Faculty, staff, student employees and visitors

Purpose

The purpose of this policy is to promote a safe campus by facilitating the reporting and investigation of campus accidents and hazards. Incident investigations identify the root causes and contributing factors that can be eliminated or controlled to reduce the frequency and severity of incidents, injuries, or property damage.

Definitions

Term	Definition
Accident	The National Safety Council defines an accident as an undesired event that results in bodily injury or property damage that could potentially recur or result in future injury.
Incident	An incident is an unplanned, undesired event that adversely affects completion of a task.
Near-Hit	Near hit describe incidents where no property was damaged and no personal injury sustained but where, given a slight shift in time or position, damage and/or bodily injury easily could have occurred.

Procedure

I. Reporting:

- Contact EHS/Risk Management immediately when an injury occurs and visit the Licking Memorial Hospital for necessary medical care. They are located at 1320 W. Main St., Newark, OH 43055.
- Complete the Accident and Hazard Report as soon as possible, but within 24 hours following any accident, near hit or identified hazard either on campus or when engaged in Denison business off campus. Accidents or hazards documented in an Office of Campus Safety report do not need to be documented on an Accident/Hazard Form.

II. Report and Responsibilities:

The Accident and Hazard Report can be found on MyDenison when you search “injury report” or on the EHS and Risk Management Department website in MyDenison. Supervisors should ensure that faculty, staff and students know where the blank forms are located and how to access them.

- *The Denison University Accident and Hazard Report* must be completed by:
 - i. Employee Accident or Hazard: Affected person(s) and their supervisor. The lead investigator for employee incidents is the EHS/Risk Management Department. The affected person should fill out the front page, and the supervisor should fill out the second page.

- ii. Student/Visitor Accident or Hazard: Any employee aware of accidents, near-hits, or incidents involving students or visitors must report using the Accident and Hazard Report to the EHS/Risk Management Department unless the event is captured in an Office of Campus Safety (OCS) report. All OCS reports that meet the definition of accident, near-hit, or hazard must be provided to the EHS/Risk Management Department.
 - a. completing the report, the supervisor should focus on identifying the root cause for the accident or hazard; this will often include speaking with other employees and taking notes and photos if necessary.
 - b. The purpose of having the injured or affected employee fill out the report is to get:
 - their perspective on what happened,
 - what they think caused the accident, and
 - what they think can be done to prevent recurrence
 - c. The completed report must be sent to the EHS and Risk Management Department via email, campus mail, or hand delivery. If using email, send to EHS.RiskManagement@denison.edu.

III. How to effectively complete the report:

- Six key questions should be answered: who, what, when, where, why, and how.
- Fact should be distinguished from opinion, and both should be presented carefully and clearly.
- The report should include thorough interviews with everyone with any knowledge of the incident.
- A good investigation is likely to reveal several contributing factors, and it probably will recommend several preventive actions. This information will be used to correct risk when possible.

IV. Accountability:

The EHS and Risk Management Department will review and close out each report.