

# Reed College Accident/Incident Reporting and Investigation Program

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## 1.0 Purpose

Workplace accidents and incidents can cause personal injury, pain, and reduced productivity. Almost all accidents are preventable. Each one has a cause – the failure of people, equipment, materials, or environments to behave or react as expected. Accident and incident investigation is an important tool in the Reed College accident prevention program. By providing insight into the causes of an accident, it can prevent a similar or more serious accident from happening.

## 2.0 Reports To Be Completed

Report all injuries, incidents, and near misses to the supervisor, even those that do not require medical attention. This protects the worker in the event that the injury worsens and results in lost time or a trip to the doctor. Also report those injuries which seem trivial at the time because studies show that time loss injuries are often preceded by less severe incidents. Early investigation and mitigation of potential problems can lead to reduced occupational accidents, but these incidents must be reported in order for the College to adequately evaluate the risks.

Supervisors are required to complete the "[Accident/Incident Report](#)" form to report any incident (an accident with no medical or time lost), which occurs in their area, even if it happens to a volunteer or visitor. A copy of this form needs to be forwarded to the Human Resources Office within 3 days following the accident so a timely investigation can occur. The form can be obtained from the Human Resources office or [website](#). Here is the URL:

<https://www.reed.edu/ehs/assets/downloads/safety-information-forms/Accident-Report-Form.pdf>

Form 801 ("Report of Occupational Injury and Disease") should also be completed by the supervisor within 3 calendar days of the injury or illness. If an on-the-job injury results in a visit to a physician or in time lost from work, the supervisor and injured employee, if available, are required to fill out an 801 form. This form is available from the Human Resources office or [website](#). The Human Resources Office will forward a copy of the completed form to the Environmental Health and Safety Office in order to conduct a timely investigation. Because of the lag time associated with these written reports, report all serious accidents by telephone to the Human Resources Office (ext. 7608) and/or the Director Environmental Health and Safety (ext. 7788) *immediately*. Failure to promptly file an 801 form may slow or reduce an injured worker's benefits. Here is the URL for the 801 form:

[https://www.reed.edu/human\\_resources/assets/downloads/Reed%20College%20801.pdf](https://www.reed.edu/human_resources/assets/downloads/Reed%20College%20801.pdf)

## 3.0 Workers' Compensation Rules And Information

If your injury is life threatening, call 911. For serious injuries requiring medical transport, call Community Safety (ext. 6666, 503-788-6666). Then, as noted above, you must report your injury immediately to your supervisor. (If you are severely injured and need immediate medical attention, a co-worker can inform your supervisor.) If necessary, seek medical attention. In Oregon, you may choose your own physician. However, the doctor you select must practice in



Oregon. When you first see your physician for a workers' compensation claim, inform the physician that your injury happened on the job or that you believe your illness is job related.

After receiving your completed 801 form, the insurance company will decide to accept or deny the claim within 60 days from the day you told your employer about your injury. If your claim is accepted, you will receive a Notice of Acceptance from the insurer. If your claim is denied, you will receive a letter from the insurer telling you about your right to appeal the denial.

## 4.0 Instructions For Completing “Accident/Incident Report” Form

<https://www.reed.edu/ehs/assets/downloads/safety-information-forms/Accident-Report-Form.pdf>  
(Extra copies available from the Human Resources Office)

The supervisor, instructor, or department administrator is required to complete Section I, II, and III of the Accident/Incident Report.

### 4.1 Injured Party

1. Self-explanatory.
2. Note the exact date, time of the accident, and to whom she/he reported the accident. If the individual did not report the accident within 24 hours, find out why. Also, remind employees to report all accidents within 24 hours.
3. Describe the accident location in detail. Refer to roads and places by exact names.
4. Give a very thorough description of the accident. Talk with any witnesses before completing this section. List name(s) of witness(es).
5. Self-explanatory.
6. If the accident involved faulty equipment, explain what equipment was involved and what happened to the equipment. If the manufacturer is at fault, claims costs can be recovered and the College will not be required to pay the costs. Be sure to save the faulty equipment.
7. If the cause of the accident was by another person not employed by the College, there could be a third party claim. The other party's insurance company may be responsible for the claim costs.
8. Be very specific about the injury or injuries. List any parts of the body injured as a result of the accident.
9. Note what type of medical treatment administered, when, and by whom.
10. Is this a job-related injury?
11. Self-explanatory.
12. Self-explanatory.
13. If you have knowledge of other accidents caused by this situation, discuss those accidents here.

### 4.2 Findings

Report what you think caused the accident:



**Surface Causes(s):** what do you think caused the accident, such as unsafe conditions and/or work practices.

**Roots Cause(s):** what was the underlying cause of the accident such as policies, procedures, supervision, training, decision-making, or other factors that contributed to unsafe conditions or work practices. Ask the 5 “whys”.

### 4.3 Recommendations

**Immediate Corrections:** what can be done immediately to reduce or eliminate unsafe conditions and/or work practices.

**Long Term Corrections:** how can policies, procedures, training, etc. be modified to make sure unsafe conditions and/or practices do not reoccur.

### 4.4 Follow-Up

A person designated as the Accident Investigator will follow-up on all accidents that occur on Reed property and report to the safety committee corrective actions taken.

## 5.0 Instructions For Completing "801 Form"

Contact Human Resources or visit their [website](#) for more information about filling out this form.

## 6.0 Safety Committee Review and Evaluation

The Reed College Safety Committee is tasked with reviewing all accidents/incidents reported to HR through the Accident/Incident Form. Accidents/incidents are discussed (maintaining anonymity of those involved) and the committee recommends corrective actions, if necessary.

For more information about the Safety Committee, follow this link:

<https://www.reed.edu/ehs/committees/health-safety-committee/>

## 7.0 Near Misses

A near miss is an incident that could have potentially caused an injury, but did not. Even though there is no injury, near misses must be reported. Incidents could be as small as stumbling over a curled rug that should be replaced, or something more serious like almost falling from a ladder. By reporting near misses, EHS can identify the cause and implement changes to help prevent those kinds of incidents from happening. Reporting near misses can help prevent someone from getting injured in the future.

If the incident was caused by a job related task, notify your supervisor as soon as possible. Work with your supervisor to fill out the [Near Miss Report Form](#) and email it to EHS



([EHS@reed.edu](mailto:EHS@reed.edu)). EHS will work with the supervisor to identify corrective actions such as training, repairs, replacing equipment, etc.

If the incident was not caused by a job related task, email EHS ([EHS@reed.edu](mailto:EHS@reed.edu)) directly with information about the incident. EHS will follow up with the appropriate contacts to address the issue and identify corrective actions.

