

# ***ACCIDENT INVESTIGATION AND REVIEW MEETINGS***

UNO Campus Safety Policy

## **Introduction**

Nearly all accidents are preventable. This program is established to learn from those accidents and apply that knowledge to prevent future accidents from occurring.

## **Goals**

Provide investigation, documentation, and reporting of all work related injuries, illnesses and "near-hits\*". Provide similar investigation process for student accidents where serious\* injuries are sustained during instructional activities. Distribute the reports within five (5) working days of the incident. Distribute minutes of accident review meeting within ten (10) working days of the incident.

## **Accident Investigation and Reporting**

All work related injuries and illnesses will be investigated by the employee's supervisor. The supervisor will provide this information on the "Supervisor's Report of Employee Injury" to Environmental Health and Safety (EHS) within five (5) days of the accident or knowledge of the accident.

## **Accident Review Meetings**

Accident review meetings help identify root causes of the injury and document corrective action steps to help prevent future occurrences.

Guidelines for when accident review meetings will be held:

- three (3) or more days away from work (lost time\*)
- multiple accidents with similar injuries or causal factors
- "near-hit" incidents where the potential for serious injury existed
- major property damage, fire, chemical release, etc.
- any incident recommended by the Manager of EHS.

The supervisor of the injured employee will be responsible for conducting the investigation of the incident. The Manager of EHS will conduct the accident review meeting and would also be responsible for investigating incidents involving property damage where supervision is not clearly identified. A Safety Committee member will conduct the review meeting in the absence of the Manager of Environmental Health & Safety.

The accident review attendees should include:

- Supervisor of the injured employee

- Department Head of the injured employee
- UNO Safety Committee Member
- Manager of Environmental Health & Safety
- Instructor of injured student (if applicable)
- Other personnel providing valuable input - technical experts, Security, Health Serv. Once the EHS office has been notified of an accident, the Manager of EHS will contact the appropriate Supervisor if an accident review meeting is required. Meeting attendees will also be discussed at this time.

The primary purpose of an accident investigation and review meeting is to determine the primary and contributing factors and assign potential corrective action steps. When investigating the accident it is critical to get the injured employee's statement as soon as possible. Additional information may be obtained from witnesses, technical experts, Campus Security, or other personnel.

The function of the accident review committee is to look at the causal factors and determine what corrective action steps are required to avoid future accidents of this kind. The investigation must center on the facts surrounding the case and not the fault of those involved. Once contributing factors have been identified, corrective actions and preliminary assignments with expected completion dates will be made by the Manager of Environmental Health and Safety. Those actions and assignments will be forwarded to the appropriate department for review, approval, and implementation.

If personal factors such as deliberate risk taking, disregard for safety practices or horseplay are identified as contributing factors, the accident review committee will refer these matters to the appropriate area: Staff - (Supervisor), Faculty - (Department Chair), Student - (Vice Chancellor for Student Service and Enrollment Management). The committee will not recommend or review disciplinary action.

The accident review report will be distributed to the accident review committee members. The employee's supervisor will go over the report with the employee involved. Environmental Health & Safety will keep a file on all accident review reports generated on Campus. The results of the accident review will also be shared with the UNO Campus Safety Committee during their scheduled meetings.

### **Student Injuries**

When a student is seriously injured during an instructional activity\*, the instructor should complete a "Student Injury Report" and forward it to EHS within five (5) days of the incident. The need for an accident review meeting will be determined by the Manager of EHS after reviewing the Student Injury Report and discussing the incident with the instructor. Instructors may be asked to assist with the investigation prior to the accident review meeting and will also be invited to participate in the accident review meeting. The Manager of EHS will conduct the review meeting and be responsible for writing and distributing the report.

If personal factors such as those mentioned earlier are identified as contributing factors to the incident, the accident review committee will refer the issue to the Vice Chancellor for Student Service and Enrollment Management. If the student was injured during student-worker activities see "Note" on the *Definitions* section.

Attachments: "Supervisor's Report of Employee Injury"; "Student Injury Report"

**\*Definitions**

near hits - incidents where the potential for serious injury existed, i.e., fire or explosion in a lab with no injuries

serious injury - injury that requires medical treatment from medical professionals, i.e., lacerations requiring sutures, 2nd or 3rd degree burns, prescription medication, broken bones, etc.

instructional activities - classes, labs, workshops, research activities, theater scene construction, etc.

lost time - one or more days away from work, following the day of the injury

Note: Student workers on UNO payroll, work-study, etc. are treated as employees of the University and are covered by Workers Compensation. As such, if a student worker is injured during a work related activity a "Supervisor's Report of Employee Injury" should be completed by their Supervisor.