



### Accident Investigation Policy

#### Scope

An Accident Investigation Report will be completed for all accidents that occur on College property, irrespective of whether injuries occurred. This policy includes visitors to the site, students, and employees of the College.

#### Purpose

To set into place a process that will determine the cause(s) of accidents and to ensure that the appropriate corrective action is taken to prevent the reoccurrence of the same accident.

#### Process

1. When a College employee is injured, he/she shall inform his/her supervisor of the accident and then report to Human Resources to complete the "First Report of Injury." If the injury is an emergency or needs immediate attention, the employee should seek medical attention first.
2. The supervisor shall conduct an accident investigation and complete an Accident Investigation Report within 24 hours. *NOTE:* Accident Investigations shall be completed in a timely manner, shall be conducted by the person's supervisor, consideration shall be given to the possibility of multiple causations, shall detail the corrective action to be taken to prevent reoccurrence, and there shall be follow-up action taken to see that the corrective action has been taken.
3. Copies of the Accident Investigation Report must be sent to Human Resources.
4. If an accident involves a student not working for the College or a visitor to the site, Campus Security shall be notified immediately and will conduct the accident investigation and complete the Accident Investigation Report. Copies must be forwarded to Human Resources.
5. The safety committee will review all Accident Investigation Reports for accidents that occur on campus. The committee will discuss root causes and corrective action and will ensure that the specific corrective action stated has been implemented.

#### Responsibilities

1. Security
  - a. Complete accident investigations for accidents involving students not working for the College and visitors to the site.
  - b. Dispatch necessary emergency response organizations.
2. Human Resources
  - a. Complete the First Report of Injury (for occupational injuries).
  - b. Maintain accident files for employees of the College. The files should include the first report of injury, the Accident Investigation Report, and other correspondence, such as medical reports, work restrictions, etc., relating to the accident.
  - c. Maintain and distribute accident statistics.
  - d. Follow up on accidents and make recommendations to avoid future accidents
3. Penn State Hershey Medical Group, Elizabethtown, in conjunction with Director of Student Wellness and Campus Health
  - a. Treat injuries to students or visitors to the site (employees must treat with a panel physician)

#### Evaluation

The Safety Committee shall be responsible for evaluating this policy annually.

#### Document History

Created: 5/2004; Audited: 5/2005, 6/2007; Revised: 1/2008, 3/2008; Audited: 5/2009; Revised: 5/2010