Reporting Accidental Injuries and Work-Related Illnesses

REPORTING

University faculty, staff, and students are to promptly report all accidental injuries and work-related illnesses to immediate supervisors for evaluation and possible investigation.

Supervisors of University departments coordinating the use of University facilities or University sponsored activities are responsible for reporting all accidental injuries incurred by individuals who are not employed by WSU.

Supervisors must report any accidental injury or work-related illness within 24 hours of occurrence. See "Accidents/Illnesses" below.

For major accidents, supervisors must also immediately contact the applicable offices listed in the table on S25.20.2. See "Major Accidents" below.

Accidents/Illnesses

Accidental injury and work-related illness reporting includes the following:

- Notification of emergency medical assistance when required; telephone 911.

- Immediate notification of appropriate University offices when a major accident occurs (see below and S25.20.2).

- Submission of an online Incident Report by the responsible supervisor within 24 hours (see S25.20.5-6).

- Notification by the supervisor to the unit's top administrator and the appropriate safety committee chair of all major accidents.

MAJOR ACCIDENTS

Immediately report accidents which result in death, serious injury (e.g., fracture, amputation) or in-patient hospitalization of WSU personnel or nonemployees to the offices indicated in the table on S25.20.2 (See also S25.20.4 regarding nonemployees.)

NOTE: If unable to contact personnel at the appropriate University office (see the table on S25.20.2), contact WSU Police Services; telephone 509-335-8548.

The offices indicated in the table on S25.20.2 investigate major accidents and notify other appropriate University units and/or request assistance as needed. See S25.25 for investigation procedures.
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Non-Pullman Locations, All Injured Persons

The local Environmental Health and Safety (EH&S) unit takes the lead in major accident investigations at non-Pullman locations and coordinates with appropriate WSU Pullman departments. (See table below.) If no EH&S staff are assigned to a specific location, the chief administrator assigns investigation responsibility to a trained local investigator and/or coordinates with Pullman departments.

Reported Information

Report the following:

- Names and telephone numbers of victim(s) and witnesses;
- Date, time, and location of the incident;
- Description of the incident;
- Involved University department(s) and units;
- Contact person and telephone number.

<table>
<thead>
<tr>
<th>If Injured Persons are:</th>
<th>Contact Investigating Office:</th>
<th>Telephone:</th>
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</thead>
<tbody>
<tr>
<td>Students nonemployees</td>
<td>PRIMARY: Risk Management</td>
<td>509-335-6893 during business hours;</td>
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<tr>
<td></td>
<td>Secondary: Environmental Health and Safety (EH&amp;S)</td>
<td>208-835-8200 after business hours</td>
</tr>
<tr>
<td>Residence hall occupants</td>
<td>Residence Life—Central Staff</td>
<td>509-339-0285</td>
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<tr>
<td>USDA-ARS employees</td>
<td>USDA-ARS Safety, Health, and Environmental Management Office</td>
<td>509-335-7766</td>
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<tr>
<td>All other employees (including student employees / Volunteers)</td>
<td>EH&amp;S</td>
<td>In Whitman County:</td>
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<td></td>
<td>PRIMARY: Risk Management</td>
<td>509-335-3041 during business hours;</td>
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<td></td>
<td>Secondary: EH&amp;S</td>
<td>911 after business hours</td>
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<td></td>
<td></td>
<td>Outside of Whitman County:</td>
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<tr>
<td></td>
<td></td>
<td>509-332-2521 (24 hours/day)</td>
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<tr>
<td>Visitors</td>
<td>PRIMARY: Risk Management</td>
<td>509-335-6893 during business hours;</td>
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<tr>
<td></td>
<td>Secondary: EH&amp;S</td>
<td>208-835-8200 after business hours</td>
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Student Accidents

For any injuries to students, Human Resource Services (HRS) forwards a copy of the completed Incident Report to the Dean of Students office upon submission.
Reporting Accidental Injuries and Work-Related Illnesses

<table>
<thead>
<tr>
<th>WORK-RELATED ACCIDENTS</th>
<th>Supervisors must report any accidental injury or work-related illness within 24 hours of occurrence by submitting an Incident Report. See instructions on [S25.20.5-6].</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigation of Major Work-Related Accidents</td>
<td>Environmental Health and Safety (EH&amp;S) and WSU Police Services or the local area police department investigate major work-related accidents which result in death or in-patient hospitalization. EH&amp;S notifies the State of Washington Department of Labor and Industries, Division of Occupational Safety and Health.</td>
</tr>
<tr>
<td>Equipment Removal</td>
<td>Do not move equipment involved in a major work-related accident unless removal is necessary for victim extraction or to control hazards.</td>
</tr>
<tr>
<td>Time Loss</td>
<td>Supervisors immediately telephone Human Resource Services (HRS) to report work-related injuries and illnesses involving lost time from work; telephone 509-335-4521.</td>
</tr>
<tr>
<td>More Than One Work Shift</td>
<td>Send a copy of the Leave Report or Time Report to HRS when time loss exceeds one work shift.</td>
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<tr>
<td>Supervisor's Accident Investigation Report</td>
<td>In addition to submitting an Incident Report, the supervisor is to complete a Supervisor's Accident Investigation Report [S25.25.5] when:</td>
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<td>• Employee receives medical treatment.</td>
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<td>• Employee is unable to work the next full or subsequent shift(s) as a result of an injury or work-related illness.</td>
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<td>• Events and conditions related to a near miss or minor accident indicate that a potentially serious injury or illness could result from a similar situation.</td>
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<td>See [S25.25] for investigation procedures.</td>
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<tr>
<td>MOTOR VEHICLE ACCIDENTS</td>
<td>For an accident involving a motor vehicle, regardless of how minor, the driver must immediately notify her or his supervisor, Risk Management, and the Motor Pool (if a Motor Pool vehicle was involved). See [S35.30].</td>
</tr>
</tbody>
</table>
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MOTOR VEHICLE ACCIDENTS (cont.) For an accident involving a motor vehicle with injuries, the driver must also immediately notify the local area law enforcement department. Law enforcement personnel should investigate all accidents resulting in:

- Damage costing over $700 to motor vehicles,
- Damage to other property, and/or
- Injuries to individuals.

The driver must submit a completed Vehicle Accident Report to Risk Management within two working days. See S35.30.

NONEMPLOYEE INJURIES University departments coordinating the use of University facilities or University sponsored activities are responsible for reporting all injuries incurred by individuals who are not employed by WSU.

The Office of Risk Management and Insurance notifies the state of Washington's Torts Claims Division of nonemployee injuries.

The injured nonemployee may file a claim for damages against the state of Washington (RCW 4.92). Claim forms and instructions are available from the Office of Risk Management and Insurance.

Nonemployee Students Accidents For any injuries to nonemployee students, the responsible University department must submit a completed Incident Report to HRS within 24 hours. See S25.20.5-6. HRS forwards a copy of the completed Incident Report to the Dean of Students office upon submission.

Volunteers For injuries to volunteers, the responsible University department must submit a completed Incident Report to HRS within 24 hours. See S25.20.5-6.

Visitors For injuries to visitors, the responsible University department must submit a completed Incident Report to HRS within 24 hours. See S25.20.5-6.

Federal Employees For injuries to federal employees, e.g., USDA-ARS, follow the procedures outlined in OOL (Office of Legal Counsel) Form CA-10: What a Federal Employee Should Do When Injured at Work. This form indicates actions a federal employee should perform after being injured at work.

For more information, see the U.S. Department of Labor website at: http://www.dol.gov

CA-10 forms are available at applicable USDA-ARS units.
Reporting Accidental Injuries and Work-Related Illnesses

**INCIDENT REPORT FORM COMPLETION**

The responsible supervisor is to complete an online Incident Report, within 24 hours, to report any accident, injury, or work-related illness which results from participation in any of the following activities:

- University employment,
- Use of University facilities, or
- University-sponsored activities.

**Accessing the Form**

To access the online Incident Report system, go to the HRS Incident Report website at:

[http://www.hrs.wsu.edu/forms/incident_report.aspx](http://www.hrs.wsu.edu/forms/incident_report.aspx)

Enter all pertinent information as prompted at each screen.

**Verifying Circumstances**

The supervisor verifies the actual circumstances of the incident by interviewing the injured person, witnesses, and other involved individuals.

**Amending a Report**

To amend a previously-submitted Incident Report, complete and submit another report. Include the employee's name, date of accident, and the new or updated information. Enter the word "Amend" in the Complete Description of the Incident field.

**Questions**

Address questions regarding the Incident Report to EH&S (509-335-3041), HRS (509-335-4521), or Risk Management (509-335-6893).

**Attachments**

To submit any attachments, print a copy of the submitted Incident Report form. Attach the additional documents as needed. See S25.20.6 for routing instructions.

To load and print a previously submitted Incident Report, select Load a Saved Form from the initial Incident Report screen.

**Witness/Injured Person Statement (Optional)**

If an injured person wishes to document an incident he or she may elect to complete and submit a Witness/Injured Person Statement form. Print the master on S25.25.6 to obtain supplies of the statement form.

The supervisor submits copies of this form to HRS and references the Incident Report submitted to HRS and the department's safety committee.
Reporting Accidental Injuries and Work-Related Illnesses

**Supervisor's Accident Investigation Report**

The supervisor is to attach a completed Supervisor's Accident Investigation Report (S25.25.5) when applicable. See S25.20.3.

**Workers' Compensation**

NOTE: Submittal of the Incident Report does not constitute the filing of a claim for Workers' Compensation benefits. Refer to S25.27 for Workers' Compensation claim procedures.

**Routing the Incident Report and Attachments**

Upon submission, the online system sends copies of the Incident Report form to HRS, EH&S, and the reporting supervisor. If the injured party is a student, the system also sends a copy of the report to the Dean of Students office.

**Risk Management**

If applicable, HRS forwards a copy of the Incident Report to the Office of Risk Management.

**Human Resource Services (HRS)**

If applicable, the supervisor routes a Supervisor's Accident Investigation Report and any attachments to Human Resource Services (HRS). (See S25.20.3) Reference the date of the Incident Report and the name of the injured party on all attachments.

**Environmental Health and Safety (EH&S)**

HRS retains the originals and forwards copies of the attachments to Environmental Health and Safety (EH&S).

**Safety Committee**

The department prints and routes a copy of the Incident Report with any attachments to the department's safety committee representative. The safety committee reviews the incident and forwards any recommendations to the unit administrator.

To load and print a previously submitted Incident Report, select **Load a Saved Form** from the initial Incident Report screen at: [http://www.hrs.wsu.edu/forms/incident_report.aspx](http://www.hrs.wsu.edu/forms/incident_report.aspx)

**Affected Party**

Route a copy of the Incident Report and any attachments to the affected party.

**RELATED PROCEDURES**

See S25.27 for workers' compensation procedures.

See S25.30 for return-to-work procedures.

See BPPM 50.30 for workplace violence procedures.