California University of Pennsylvania

Chemistry & Physics Department

ACCIDENT REPORTING PROCEDURES

PURPOSE
These procedures establish the proper chain of events that take place in the event of an accident occurring within our department. Accidents do happen, despite the best efforts of faculty members, staff, and students to be proactive in prevention. This plan standardizes the procedure to be followed so that all personnel are made aware of the proper chain of events that are to take place.

SCOPE
These procedures apply to all accidents involving employees, students, or visitors to our department, regardless of whether or not an injury occurred.

ACCIDENT REPORTING PROCEDURES
Per university policy set forth by the Office of Health and Safety, all injuries, illnesses, incidents, accidents, sprains, or strains occurring on Baylor controlled properties shall be reported in a prompt manner.

The procedures to follow in the event of an accident are as follows:

1. Seek immediate medical attention if necessary. Personal well-being is the first priority. If immediate medical assistance is needed, call 911 or x.
2. Once any needed medical attention has been provided, the supervisor, Departmental Safety Officer, and Office of Health and Safety will be notified of the accident. The Office of Health and Safety requires that a “Report of Accident/Injury Form” form be filled out and submitted within 24 hours of the accident. Additional paperwork may also be required by the Chemistry Department. The preferred method for submitting the accident/injury report form is to do so electronically. The form is located on the H: drive (Department Accident Reporting Folder).
3. A thorough investigation will be conducted independently by the Departmental Safety Office and Health and Safety Officers.
4. Both the Department and Office of Health and Safety will evaluate the accident for reporting and recordkeeping requirements and follow up as required.
5. The parties involved may be counseled on ways to prevent the accident from reoccurring.

DEPARTMENTAL INVESTIGATION PROCEDURES
The Departmental Safety Officer may require paperwork to be filled out by parties involved in an accident or incident. The Officer may also follow up with these parties and/or view the area where the accident or incident occurred. Investigations are carried out to see what types of accidents are occurring, why, and to observe any trends that might be developing. Such investigation is critical to preventing and controlling hazards and potential accidents. The Safety Officer will also file a follow-up report, which evaluates the circumstances around the accident and makes recommendations on future prevention. The
records are kept and reviewed annually to observe any trends and make any recommendations concerning future safety.