

## Reporting Accidental Injuries and Work-Related Illnesses

### REPORTING

University faculty, staff, volunteers, 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 major accidents immediately.** Major accidents include work-related fatalities, inpatient hospitalizations (i.e., admitted into a hospital), amputations (including finger tip), and loss of an eye. Contact the applicable offices listed in [Table 1](#).

For all other incidents, **supervisors must report any accidental injury or work-related injuries and illnesses within 24 hours of occurrence** (see [Accidents/ Illnesses](#)).

**EXCEPTION:** Supervisors must report any accidental injury or work-related illness affecting a swing- or graveyard-shift employee *within 48 hours* of occurrence.

### 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 [Major Accidents](#)).
- Submission of an online Incident Report by the responsible supervisor within 24 hours (or within 48 hours for a swing- or graveyard-shift employee). See [Incident Report Form Completion](#).
- Notification by the supervisor to the unit's top administrator and the appropriate safety committee chair of all major accidents.

### MAJOR ACCIDENTS

**Immediately** report all major accidents affecting WSU personnel or nonemployees to the offices indicated in [Table 1](#). (See also [Nonemployee Injuries](#).)

Revised 7-17  
Environmental Health and Safety  
509-335-3041  
Human Resource Services  
509-335-4521  
Risk Management Services  
509-335-6893

## Reporting Accidental Injuries and Work-Related Illnesses

### MAJOR ACCIDENTS (cont.)

NOTE: If unable to contact personnel at the appropriate University office (see *Table 1* below), contact WSU Police Services; telephone 509-335-8548.

The offices indicated in the table below investigate major accidents and notify other appropriate University units and/or request assistance as needed. See *SPPM 2.26* for investigation procedures.

### 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 1* 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 1**

<b>REPORTING MAJOR ACCIDENTS</b>		
<b>If the Injured Person is a:</b>	<b>Contact Investigating Office(s):</b>	<b>Telephone:</b>
<b>Student (nonemployee)</b>	PRIMARY: <b>Risk Management Services</b> (Coordinating with Public Safety as needed.)  SECONDARY: <b>Environmental Health and Safety (EH&amp;S)</b>	In Whitman County: 509-335-3041 during business hours; 911 after business hours Outside of Whitman County: 509-332-2521 (24 hours/day)
<b>Residence hall occupant</b>	<b>Residence Life— Central Staff</b>	509-339-0285
<b>USDA-ARS employee</b>	<b>USDA-ARS Safety, Health, and Environmental Management Office</b>	509-335-3238

## Reporting Accidental Injuries and Work-Related Illnesses

Table 1 (cont.)

If the Injured Person is a:	Contact Investigating Office(s):	Telephone:
Any employee (including student employees) and/or Any volunteers	Both EH&S  AND  Human Resource Services	In Whitman County: 509-335-3041 during business hours; 911 after business hours Outside of Whitman County: 509-332-2521 (24 hours/day)  509-335-4521 during business hours 509-335-1760 after business hours (voicemail message only)
Visitor	PRIMARY: Risk Management Services (Coordinating with Public Safety as needed.)  SECONDARY: EH&S	In Whitman County: 509-335-3041 during business hours; 911 after business hours Outside of Whitman County: 509-332-2521 (24 hours/day)

### 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.

### WORK-RELATED ACCIDENTS

Supervisors must report any accidental injury or work-related illness within 24 hours of occurrence (or within 48 hours of occurrence for a swing- or graveyard-shift employee) by submitting an Incident Report (see [Incident Report Form Completion](#)).

### Investigation of Major Work-Related Accidents

Environmental Health and Safety and WSU Police Services or the local area police department investigate *major* work-related accidents that result in death or in-patient hospitalization.

The reporting party reports to both EH&S and WSU Human Resource Services to coordinate notification to the State of Washington Department of Labor and Industries, Division of Occupational Safety and Health.

### Equipment Removal

Do not move equipment involved in a *major* work-related accident or workplace fatality unless removal is necessary for victim extraction or to control hazards.

### Time Loss

Supervisors **immediately** telephone HRS to report work-related injuries and illnesses involving lost time from work; telephone 509-335-1760.

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## Reporting Accidental Injuries and Work-Related Illnesses

More Than One Work Shift      Send a copy of the Leave Report or Time Report to HRS when time loss exceeds one work shift.

### Supervisor's Accident Investigation Report

In addition to submitting the online Incident Report, the supervisor is to complete a Supervisor's Accident Investigation Report (*SPPM 2.26*) when:

- Employee receives medical treatment.
- Employee is unable to work the next full or subsequent shift(s) as a result of an injury or work-related illness.
- 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.

See *SPPM 2.26* for investigation procedures.

### MOTOR VEHICLE ACCIDENTS

For an accident involving a motor vehicle, regardless of how minor, the driver must **immediately** notify her or his supervisor, Risk Management Services, and the Motor Pool (if a Motor Pool vehicle was involved). See *SPPM 7.20*.

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 any of the following:

- Damage costing over \$1,000 to motor vehicles
- Damage to other property
- Injuries to individuals

The driver must submit a completed Vehicle Accident Report to Risk Management Services **within two working days** (see *SPPM 7.20*).

### 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.

Risk Management Services notifies the state of Washington's Torts Claims Division of nonemployee injuries when required.

## Reporting Accidental Injuries and Work-Related Illnesses

### NONEMPLOYEE INJURIES (cont.)

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

### Nonemployee Students Injuries

For any injuries to nonemployee students, the responsible University department must submit a completed Incident Report to HRS **within 24 hours** (see Incident Report Form Completion). Human Resource Services 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 Incident Report Form Completion).

### Visitors

For injuries to visitors, the responsible University department must submit a completed Incident Report to HRS **within 24 hours** (see Incident Report Form Completion).

### 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:

[www.dol.gov](http://www.dol.gov)

CA-10 forms are available at applicable USDA-ARS units.

### INCIDENT REPORT FORM COMPLETION

The responsible supervisor is to complete an online Incident Report, **within 24 hours** (or within 48 hours for a swing- or graveyard-shift employee), to report **any** accident, injury, work-related illness, or workplace fatality that results from participation in any of the following activities:

- University employment
- Use of University facilities
- University-sponsored activities

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## **Reporting Accidental Injuries and Work-Related Illnesses**

### **Accessing the Form**

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

[ihr.hrs.wsu.edu/forms/incident\\_report.aspx](http://ihr.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; telephone 509-335-3041, HRS; telephone 509-335-4521, or Risk Management Services; telephone 509-335-6893.

### **Attachments**

To submit any attachments, print a copy of the submitted Incident Report form. Attach the additional documents as needed (see [Routing the Incident Report and Attachments](#)).

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 (see *SPPM 2.26*).

The supervisor submits copies of this form to HRS and references the Incident Report submitted to HRS and the department's safety committee.

### **Supervisor's Accident Investigation Report**

The supervisor is to attach a completed Supervisor's Accident Investigation Report when applicable (see *SPPM 2.24*).

### **Workers' Compensation**

NOTE: Submittal of the Incident Report does not constitute the filing of a claim for Workers' Compensation benefits. Refer to *SPPM 2.30* for Workers' Compensation claim procedures.

## Reporting Accidental Injuries and Work-Related Illnesses

### 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 Risk Management Services.

### Human Resource Services (HRS)

If applicable, the supervisor routes a Supervisor's Accident Investigation Report and any attachments to HRS (see [Supervisor's Accident Investigation Report](#)). Reference the date of the Incident Report and the name of the injured party on all attachments.

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

Human Resource Services retains the originals and forwards copies of the attachments to 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 **View a Saved Form** from the initial Incident Report screen at:

[ihr.hrs.wsu.edu/forms/incident\\_report.aspx](http://ihr.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 *SPPM* 2.30 for workers' compensation procedures.

See *SPPM* 2.32 for return-to-work procedures.

See *BPPM* 50.30 for workplace violence procedures.