



ACCIDENT AND INCIDENT INVESTIGATION POLICY

Introduction

Baton Rouge Community College is committed to implementing a program to thoroughly investigate and identify actual causes and contributing factors of losses as soon as possible in an attempt to prevent recurrences. All employees, students, visitors, and others using College facilities, are required to report all incidents and accidents, including hazardous conditions or incidents that pose an immediate or on-going threat to the health or safety of the College.

Purpose

To ensure timely and accurate reporting of all incidents/accidents in accordance with the Office of Risk Management (ORM) and provide guidance to ensure thorough investigations, root cause analysis, and trend analyses of incidents/accidents are performed to prevent re-occurrences. This policy applies to all employees, students, and visitors of Baton Rouge Community College. The Environmental Health & Safety Department reports such information to College Administrators to:

- Confirm the action required was implemented
- Determine if the action was effective
- Identify trends
- Determine areas for improvement

Failure to complete the designated training within the allotted timeframe may result in sanctions to the College and disciplinary action to non-compliant employees and others required to complete such training.

- Accident: An unplanned event that caused personal injury or property damage.
- Incident: An incident is any event resulting in or has the potential to result in an injury. Incidents may include property damage, personal injury, death, close calls or near misses.

POLICY IMPLEMENTATION PROCEDURES

All incidents/accidents shall be reported and investigated following BRCC policy and any other regulatory requirements. Incident/accident sites shall not be disturbed unless the safety of employees, students, and/or visitors is compromised. Implementation of action items shall be determined by the College Administration with the Environmental Safety Department acting as a consulting resource.

I. Authority & Responsibilities

A. Management

- A manager shall investigate an incident reported by a direct report to the Environmental Safety Department and/or the effected department.
- A manager shall also participate in an investigation of an incident if the severity and/or potential severity requires action appropriate to the manager's authority.
- Safe work procedures shall be reviewed by the manager, supervisor, and a representative of the Environmental Safety Department after an incident to ensure changes required by the investigation are accurately documented in the summary report elevated to the College Administration.
- All investigations requiring immediate notification to the Environmental Safety Department shall be attended by appropriate management personnel. Copies of completed investigations – including administration authorized action – shall be provided to appropriate management personnel.

B. Supervisor

- Incident reports shall be reviewed by a supervisor and the original investigation form forwarded to the Environmental Safety Department and a copy sent to the Human Resources Department. Action items from incidents shall be documented and a summarized report of the incident with a complete list of the identified actions items shall be elevated to Administration.
- A supervisor must advise new and returning workers of the requirement to report all incidents including close calls.
- An annual reminder to all employees to report incidents shall be documented and submitted to the Environmental Safety Department.
- A supervisor must investigate incidents in a manner that is timely and appropriate to the circumstances and severity of the incident.
- A supervisor's incident review and signoff are a requirement before the event is forwarded to the Environmental Safety and the Human Resources Departments.
- Safe work procedures shall be reviewed by the manager, supervisor, and a representative of the Environmental Safety Department after an incident to ensure changes required by the investigation are accurately documented in the summary report elevated to the College Administration.

C. Employees

- Employees shall immediately notify their supervisor(s) of any accidents/incidents; injuries; unsafe or hazardous conditions; including close calls/near miss at BRCC locations and provide a written report to their immediate supervisor and/or appropriate personnel at the College.
- Employees shall also notify supervisors or the appropriate Director/Chair at the College of any unsafe equipment or hazardous condition(s), including, but not limited to Environmental Health & Safety, (EHS); Facility Services; Information Technology (IT), observed at BRCC locations.
- Employee attendance during the incident investigation is mandatory unless incapable as a result of injury.
- Employees may choose to report close call's using the College's Work Order system by selecting the Environmental Safety option and then detailing the event and/or verbally to their supervisor, who will be responsible for documenting the incident and contacting the Environmental Safety Department.

D. Administration

The College Administration shall be responsible for evaluating, selecting, and authorizing recommended actions based on the detailed list provided in the summary report elevated by the Environmental Safety Department. BRCC administrators shall make a determination and authorize a plan of implementation for the selected corrective actions utilizing the Environmental Safety Department as a resource for industry best practices and feasibility.

E. Environmental Safety Department

The Environmental Safety Department shall work with department heads, managers, supervisors, employees, and contractors to achieve an atmosphere where work efficiency and effectiveness meet and merge with the College's governing policies, procedures, and principles to create, maintain and continuously improve the safety and health of all employees, visitors, and students.

The following is a list of duties and responsibilities held by the Environmental Safety Department.

- The Environmental Safety Department shall review all accidents, incidents, close calls, and/or near misses reported by employees, supervisors, managers, etc.
- A written summary of each incident resulting in medical treatment beyond first aid shall be completed by the Environmental Safety Director or representative and shall include a detailed list of actions recommended to mediate and/or eliminate the potential for recurrence.
- The Environmental Safety Department shall act as a consultation resource for the College Administration during the determination and implementation of administration authorized corrective actions.
- Safe work procedures shall be reviewed by the manager, supervisor, and a representative of the Environmental Safety Department after an incident to ensure changes required by the investigation are accurately documented in the summary report elevated to the College Administration.
- Injuries or incidents resulting from ergonomic hazards must be investigated by the Environmental Safety Department representative and medical substantiation provided by a medical doctor.

II. Incident Reporting and Investigations

A. Baton Rouge Community College has an obligation to make certain all employees, students, contractors, volunteers and visitors are aware of the importance of and requirements for reporting and investigating close calls, near misses, incidents/accidents, etc. Investigations of close calls and near misses provide a learning and improvement opportunity to help prevent injury.

B. Incident Reporting and Investigation Procedures:

A. Initial Incident:

1. The incident is reported by a person (employee) to the area supervisor. If a supervisor is not available and the injured party requires medical attention, the employee reporting the incident shall notify campus police and they shall inform the Environmental Safety Department. In such an event, the Environmental Safety Department shall contact the Department Head responsible for the employee and have them notify the supervisor, manager, etc. so they may begin the investigation and ensure the employee receives the necessary medical treatment and a post-accident/incident drug test (required by Office of Risk Management).
2. An incident not resulting in injury and/or property damage may be reported verbally and/or in writing to the supervisor, manager, department head, and Environmental Safety Department.
3. All incidents resulting in an injury, property damage, or loss of time, materials, etc. shall be documented and submitted to the Environmental Safety Department upon completion of the investigation.

B. Incident Site:

1. The incident site must be visited if possible and the site preserved until the investigation is complete, if safe to do so and work, classes, and/or events are not unnecessarily impeded.
2. Photographs, sketches and other evidence collection shall be undertaken promptly and included in the final investigation documents forwarded to the Environmental Safety Department. *Note: Incidents requiring immediate medical treatment for an injured employee and/or damage to buildings, property and/or the loss of time, materials, etc. must be immediately reported to the Environmental Safety Department, Public Safety, and the Human Resources to ensure the safety of all BRCC employees, students, visitors, contractors, buildings, and other materials and property are maintained.*

C. Direct Supervisor & Others:

1. The direct supervisor of the employee involved in (injured) and/or the supervisor of the area shall organize and lead the investigation. The investigation must be carried out by those knowledgeable about the type of work involved and, if reasonably available, with the participation of an Environmental Safety Department representative.
2. The investigation team shall include those appropriate to the severity or potential severity and type of incident. The team may include people not under the scope of this policy (for example a prime contractor representative if the incident occurred on a worksite).
3. The investigation shall follow the Incident Investigation form and answer all questions, including root cause analysis.
4. The investigation must be held in a timely manner. A preliminary investigation may be necessary if required attendees are not able to attend due to injury or unavailability.

5. Action required as the result of an investigation shall be recorded and forwarded to the Environmental Safety Department for review and elevation, if necessary.
6. The Environmental Safety Department shall compose an incident summary complete with a detailed list of recommended corrective actions to the College Administration, the Environmental Safety Department shall include a justification to approve or disapprove the actions recommended during the investigation.
7. Administration shall then forward to all effected parties a complete list of authorized actions and plans of implementation. The effected parties/departments shall consult with the Environmental Safety Department to ensure the corrective actions are implemented properly and are achieving the desired results.
8. The supervisor, manager, and department head shall monitor the effectiveness of any changes or implementations and report the success of such to the Environmental Safety Department.
9. All investigation reports shall be forwarded to the Environmental Safety Department to be reviewed for completeness and to determine if additional investigation or distribution is necessary. Note: All incidents involving the injury of an employee shall be forwarded to the Human Resources Department for submission to BRCC's worker's compensation insurer (currently Sedgwick). All incidents involving the injury of an employee whether requiring medical treatment or not shall be submitted to the Environmental Safety Department and the Human Resources Department and the employee shall be driven by their supervisor (*or other employees pre-approved by Director/Department Chair or designee*) to the established medical/drug testing facility (Total Occupational Medicine at 3333 Drusilla Lane, Baton Rouge, La.).

10. A safety alert shall be issued by the Environmental Safety Department, with the approval of the College Administration, if findings from the investigation impact the safety of employees working in other areas (physical and/or departmental) throughout the system.

III. Training

- All employees shall receive training within (30) days of employment and complete such training at least once every year.
- Managers, supervisors, department heads, the Environmental Safety Department, and the College Administration must be familiar with this policy and associated forms.
- Training in the investigation process and BRCC's specific policy and forms shall be determined and communicated by the Environmental Safety Department, with the approval of the College Administration.

IV. Records

Copies of incident investigations shall be kept in a secure filing area.