

UNIVERSITY OF TOLEDO

SUBJECT: ACCIDENT (OCCURRENCE) INVESTIGATIONS

Procedure No: S-08-005

PROCEDURE

There shall be an ongoing program of accident investigation.

PURPOSE OF PROCEDURE

To establish guidelines in the investigation of accidents or other occurrences, identification of causes and correction of contributing factors and the enhancement of a safe and healthy environment for all persons.

PROCEDURE

1. Accident Investigation Task Force:

There shall be an Accident Investigation Task Force comprised of the Associate Vice President of Safety & Health, a Safety & Health staff member and the OSHA 300 Illness and Injury Log Administrator. The Task Force is responsible to meet/correspond as necessary to coordinate a program of accident investigation.

2. Investigation Criteria:

All accidents or incidents shall result in the generation of an Occurrence Report which serves to initiate a minimal level of investigation by parties associated with the incident. The initial investigation is documented on the Occurrence Report which is submitted to Quality Management.

An investigation beyond the Occurrence Report can be conducted for accidents resulting in: death, loss of consciousness, a lost time injury, time away from work for first aid or recovery, illness or property damage deemed to be significant. An investigation beyond the Occurrence Report may be conducted when deemed appropriate by any member of the Accident Investigation Task Force for any incident that could very likely have resulted in a serious injury, or appears numerous or repetitious.

Accidents or incidents involving patients of the University Medical Center shall be investigated by or through the Risk Manager.

Investigation of accidents or incidents in the Hospital involving needle sticks or any other suspected source of employee exposure to infection or disease shall be coordinated by University Health & Wellness. At the discretion of any member of the Accident Investigation Task Force any such accident may also be investigated by an Accident Investigator.

3. Investigation Initiation:

All investigations must be authorized by a member of the Accident Investigation Task Force. An investigation may result from the review of Occurrence Reports by Risk Management or as reported by University Health, the Emergency Department, Campus Police or other sources.

If an investigation is necessary, Safety & Health staff shall obtain the Occurrence Report or pertinent information from the report and assign the accident investigator.

4. Investigation Process/Reporting/Documentation:

The Investigator shall conduct the investigation in a timely and confidential manner.

Upon completion of the investigation the Investigator shall submit the final report with recommendations and all associated documentation, photographs and notes to the Safety & Health Department.

Safety & Health will maintain all final documentation of accident investigations.

Source: Safety & Health Committee

Effective Date: 6/8/92

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3/27/99
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7/14/04
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02/13/07
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ACCIDENT INVESTIGATION FLOW CHART

