

UNIVERSITY OF TOLEDO

SUBJECT: INJURY AND ILLNESS INVESTIGATIONS

Procedure No: S-08-005

PROCEDURE

The University of Toledo maintains 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

Investigation Criteria:

- All accidents or incidents shall result in the generation of an Injury and Illness Report which serves to initiate a minimal level of investigation by parties associated with the incident, such as a Supervisor; refer to S-08-018 Reporting Work Related Injury/Illness for Employees, Student Employees and Students. The initial investigation is documented on the Injury and Illness Report which is submitted to Environmental Health and Radiation Safety (EHRS) on Health Science Campus and Risk Management on Main Campus.
- An investigation beyond the Injury and Illness 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 may also be conducted when deemed appropriate by Environmental Health and Radiation Safety for any incident that could very likely have resulted in a serious injury, or appears numerous or repetitious.
- An investigation may result from the review of Injury and Illness Report.
- Investigation of incidents involving needle sticks or any other suspected source of employee exposure to infection or disease shall be coordinated by an EHRS staff member.

If an investigation is necessary, Environmental Health and Radiation Safety staff shall obtain the Injury and Illness Report or pertinent information from the report and assign the Injury and Illness Investigator.

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 Environmental Health and Radiation Safety Department. Results of any investigations may be shared at the Safety Committee Meeting following completion.

Environmental Health and Radiation Safety and Risk Management will maintain all final documentation of Injury and Illness investigations.

Investigations regarding incidents involving patients or visitors at the University of Toledo are not covered under this procedure and will be investigated by or through the Risk Manager and Patient Safety.

Incident/Injury and Illness Investigations

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