

EH&S Incident Reporting Procedure

1.0 Scope

1.1 Reports Relating to Faculty and Staff

For faculty and staff, reportable accidents, injuries, and illnesses covered in this procedure include only work-related accidents, injuries, and illnesses which happen as a result of events or conditions on the Kettering University campus or to employees working off campus who experience an accidental injury or illness during the performance of their job.

An EH&S Incident Report must be completed whenever a reportable accident, injury, or illness (as defined above) occurs to faculty or staff. Incident reports for faculty and staff injuries or illnesses are required by MIOSHA regulations. Reports of safety concerns will also provide data to the University which can be used in safety improvement activities. In addition, should a compensable injury or illness occur to an employee, the incident report will be needed to process the claim.

1.2 Reports Relating to Students and Visitors

For students and visitors, reportable accidents, injuries, and illnesses covered in this procedure include only those which happen as a result of events or conditions on the Kettering University campus.

An EH&S Incident Report or a Campus Safety Incident Report will need to be completed whenever an accident, injury, or illness which happens as a result of events or conditions on the Kettering University campus occurs to students or visitors. Reports will document the incident and also provide data to the University which can be used in safety improvement activities.

2.0 Procedure in the Event of an Accident, Injury or Illness

2.1 Accident, Injury, or Illness Report Required

Reportable accidents, injuries or illnesses (as defined in 1.0 above) must be reported. If the incident involves faculty or staff the injured or ill person should complete the form and sign in the space provided, if possible. If the incident involves a student or guest please refer to sections below for particulars.

The completed Kettering University EH&S Incident Report is to be submitted within 2 days of occurrence to the Director of Environment, Health, and Safety who is located in the Human Resources (HR) Department. Copies of the form are available on-line within the HR Department web site under “forms” at:

<http://www.kettering.edu/hr/docs/2007EHSIncidentForm.xls>

2.2 Accident, Injury, or Illness to Faculty or Staff

Should the incident require immediate first aid assistance, Campus Safety should be notified at extension 9501. If the incident appears life-threatening, notify Campus Safety by calling 911.

It is the responsibility of faculty or staff to notify their supervisor or manager. The supervisor or manager is responsible for seeing that an EH&S Incident Report is completed and submitted.

2.3 Accident, Injury, or Illness to Students in the Classroom or Laboratory

If first aid is required, the faculty member or instructor responsible for the class should notify Campus Safety at extension 9501, or, if life threatening, by dialing 911.

The faculty member or instructor should notify their supervisor concerning the event and should also complete and submit a Kettering EH&S Incident Report.

2.4 Accident, Injury, or Illness to Visitors or to Students Outside of the Classroom

Should an accident, injury, or illness occur to a visitor or student outside of the classroom, Campus Safety should be notified at 9501, or, if life threatening, at 911.

Campus Safety will be responsible for completing the Campus Safety Incident Report available on line at: https://okras.kettering.edu/kuapps/busn_incident or an EH&S Incident Report should an accident, injury, or illness occur to a visitor while on Campus.

If an accident, injury, or illness occurs to a student outside class the student will be responsible for completing the Campus Safety Incident Report or EH&S Incident Report.

If the accident, injury, or illness occurs in the residence hall, a Residence Life professional staff will complete and submit the report.

In the event that a student reports directly to the Wellness Center because of reportable accident, injury or illness, the Nurse Manager will be responsible for seeing that an EH&S Incident Report is completed and submitted.

2.5 Accident, Injury or Illness Occurring in the Recreation Center

Should a person be injured while participating in a sport or athletic event in the Recreation Center or sponsored by the Center, the Kettering University Recreation Services - Injury Report Form and procedure will be used. A copy of

the Recreation Center report should be provided to the Director of Environment, Health & Safety.

All other accidents, injuries or illnesses, and in particular those involving employees performing their jobs while in the Recreation Center, shall be reported using the EH&S Incident Report form. The Kettering University Recreation Services - Injury Report Form may be attached to the EH&S Incident Report in lieu of completing similar portions of the form as long as all information required on the incident form is available.

3.0 Distribution of Reports

The Director of Environment, Health and Safety will provide the Risk Management Office with a copy of applicable reports within 2 days of receipt. The Director of Environment, Health and Safety is responsible for all MIOSHA/OSHA accident, injury, or illness recordkeeping requirements. Workman's Compensation and insurance issues relative to accident, injury, or illness are the responsibility of Risk Management.

Should the report concern an accident, injury or illness to a student, a copy of the report will be forwarded by the Director of Environment, Health and Safety to Student Affairs.