# University of Nevada, Reno
## Facilities Services Department
### POLICIES AND PROCEDURES

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<th>APPLICABLE UNIT(S):</th>
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<td>FSD 014</td>
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<th>FSD Accident Investigation Policy</th>
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## PURPOSE

This University of Nevada, Reno Facilities Services Department (FSD) policy provides guidance for conducting accident and incident investigations. It complies with the Nevada System of Higher Education generally accepted practices and may exceed those requirements in some areas.

## SCOPE

This policy applies to all FSD personnel.

## DEFINITIONS

**Accident** – An undesired event that results in harm to people, damage to property, or loss to process.

**Accident Investigation Packet** – A complete packet of all documents, findings and corrective actions pertaining to the accident investigation. Examples include copies of the C-1, signed statements, accident scene drawing, photographs, investigators notes and findings, and corrective and disciplinary action, if appropriate.

**Corrective Action** – An action taken to control the risk and reduce the likelihood of injury following an incident occurring or a hazard being identified.
**High Potential Incidents** – An undesired event that, under slightly different circumstances, could have resulted in a major loss.

**Incident** – An undesired event that, under slightly different circumstances, could have resulted in harm to people, damage to property, or loss to process.

**Loss Time** – Days away from work due to an injury or illness.

**Major Loss** – Includes any lost-time accident, fatality, catastrophe, property damage accident above $20,000, or process interruption of one business day or more.

**Property Damage** – Loss or damage to any property (equipment, tools, real property, loss to process, etc.) owned by the FSD or its contractors, resulting from an accident, abuse, negligence, and/or an act of God.

# ACCIDENTS AND INCIDENTS REPORTING AND INVESTIGATION

All accidents and incidents must be reported to the immediate supervisor as soon as reasonably practical after occurrence. In the case of personal injury or illness, a C-1, Notification of Occupational Injury or Disease is required.

Extra effort shall be taken to investigate and document details relating to an accident that involves an injury or illness. Failure to record all pertinent information regarding an employee injury may affect the reportability of the accident and acceptance or denial of the employee’s claim for compensation. Investigations are required for the following types of accidents and incidents:

- First aid cases
- Serious illnesses
- Lost time accidents
- Fatalities
- All property damage accidents
- Fires and explosions
- Hazardous substance discharges and spills
- Serious process losses
- High potential incidents

# INVESTIGATION PROCEDURES

All accidents involving a FSD employee shall be reported and an appropriate accident investigation conducted. The immediate supervisor will investigate the accident or incident. Depending upon the complexity, severity or potential of the event, the investigation may involve other personnel and assets of the University. The investigation shall begin as soon as reasonably possible after occurrence.
Steps for Responding To An Accident And Conducting An Investigation

1. Render first aid and call for emergency services
2. Control the scene
3. Make appropriate notifications
4. Start the investigation
5. Determine causes
6. Develop and recommend remedial actions
7. Complete reports

Render First Aid and Call for Emergency Services
The most important thing following an accident is to provide appropriate care to any injured personnel. Call 911 to activate emergency services when necessary.

Control the Scene
Take charge of the situation and ensure personal safety; control potential secondary accidents that may follow.

The investigation is initiated after all injured employees have received appropriate care and the scene is secured. It is important to isolate the scene until all pertinent information and evidence has been collected, observed and recorded.

Make Appropriate Notifications
Notification through the appropriate management chain of command should be made as soon as possible after rendering aid and securing the scene. The appointing authority or his or her designee will notify family members of injured employees, and make any required regulatory notifications.

Start the Investigation
The purpose of an accident or incident investigation is to prevent future occurrences. The investigator(s) focuses on gathering facts, determining causes, and building preventive measures.

Physical Evidence at the Scene
Record any physical evidence and the position of the injured, equipment and parts related to the event, such as:

- The location of the person at the time of the event;
- Any problems noted with equipment, the environment, objects, etc.;
- Workplace conditions such as lighting, floor surface, warning signs, weather conditions;
- The position of controls and settings of instruments; and
- Any other pertinent information.

Record all evidence both by writing it down and by taking photographs. It is good practice to sketch out the scene for future reference. Once the accident scene is cleaned, this
information will be lost. If the scene was altered due to emergency response or first aid efforts, it may be necessary to attempt to recreate the accident scene.

**Witnesses**
Interviewing witnesses assists the investigator’s understanding of the “who, what, when, where, why and how” of the accident. It is a good idea to separate witnesses immediately and conduct interviews as soon as possible. Interview all witnesses and ask for written statements. Consider interviewing other workers to determine events that occurred leading up to the incident.

**Other Information**
Other information includes anything that would assist the investigator(s) in determining contributing causes of the accident or incident. This can be an exhaustive list of things like records related to employment; training; equipment; policies and procedures; weather reports; traffic patterns, or any other piece or relevant information.

**Determine Causes**
Use the gathered evidence to begin to make determinations about what caused the accident. Immediate and basic causes may be determined by analyzing the data and asking questions:

- What appears to have happened?
- What type of contact led to the loss?
- What equipment, tools, materials, or people are missing that should be there?
- Is there anything there that should not be?
- What things might have failed or malfunctioned?
- What about training, repair, maintenance, or other records?
- Did deficiencies in FSD programs contribute?

**Develop and Recommend Remedial Actions**
Remedial actions are developed to prevent future similar incidents from occurring. They specifically address the identified immediate and basic causes of the accident or incident. Often times, depending upon the investigation results, remedial actions will include a variety of activities, engineering and administrative controls. Sample remedial actions might include:

- Enhanced training;
- Elimination or modification of an existing process or practice;
- New or modified equipment, guards or protective devices; or
- Additional personal protective equipment.

**Complete Reports**
The Supervisor Accident/Injury/Incident Investigation Report is required from the supervisor within 48 hour of an accident or incident. This timeframe may vary for significant events. The report and supporting investigation documents are forwarded through the management chain and then to the Leave Keeper. The Leave Keeper retains a copy of the report, and forwards the original to BCN Risk Management.
SUMMARY OF RESPONSIBILITIES

Appointing Authority
- Provide leadership and direction to ensure accidents and incidents are managed effectively and all reporting requirements are met.
- Ensure resources required to implement the requirements of this program are provided.
- Participate in the investigation of all major loss accidents and high potential incidents.
- Approve all requests for copies of accident or incident reports.
- Immediately report all fatalities or incidents resulting in three or more employees being hospitalized.

Directors, Assistant Directors, Managers
- Ensure accidents are investigated in a timely manner.
- Assist in the completion of accident and incident reports for all lost time accidents.
- Participate in the investigation of all property damage accidents over $500, disruptive process interruption, and high potential incidents.
- Report all major accidents and high potential incidents in their area of responsibility to the appointing authority.
- Review all front-line supervisor investigation reports on accidents and incidents occurring in their area of responsibility.
- Provide the complete accident investigation packet to appointing authority for review within five working days of the accident.
- Maintain the privacy and confidentiality of personal and health information pertaining to an injured worker or person.

Supervisors
- Ensure injured employee(s) receive treatment.
- Conduct the initial investigation of accidents within his/her area of responsibility.
- Report all accidents and high potential incidents to their immediate supervisor.
- Complete the Supervisor’s Accident Investigation Report as soon as possible, but no later than 24 hours from the time the accident occurred or was reported (found on the University Human Resources home page under Forms). If applicable, an Incident Short Form may be completed.
- Ensure all injured employees complete a C-1, Notice of Injury of Occupational Disease, as soon after the incident as possible.
- Provide the employee a copy of any investigation report and a completed C-1, Notice of Injury or Occupational Disease, where the employee is involved.
- Provide the Manager, Assistant Director, or Director an original copy of all investigation reports within 48 hours of the accident.
- Work with Manager, Assistant Director, or Director for methods of improvement. Recommend methods to correct hazardous situations and improve processes to prevent future incidents from occurring. Communicate these methods to team
through toolbox meetings or other appropriate methods.
- Ensure interim methods are in place to protect workers until permanent solutions are found.
- Ensure all direct reports are aware of the requirements of this procedure.
- Maintain the privacy and confidentiality of personal and health information pertaining to an injured worker or person.

Employees
- Comply with the requirements of this procedure to eliminate and/or reduce risk of injury or illness, harm to property or the environment.
- Report all injuries when they occur and complete a form C-1, Notice of Injury or Occupational Disease.
- Cooperate during accident investigations.
- Communicate medical findings pertinent to your return to work with your supervisor.

Leave Keeper
- Maintain a filing system of all reported C-1, Notice of Injury or Occupational Disease.
- Send the accident investigation packet to BCN Risk Management.

FMS Manager, Campus Safety
- Provide summaries of FSD accidents and incidents to management.
- Assist in investigations as requested.
- Perform the required reporting to the appropriate agencies.
- Maintains records as required by Federal and State regulations.

BCN Risk Management
- Complete a C-3 – Employers Report of an Industrial Injury, when a C-4, Employee’s Claim for Compensation / Report of Initial Treatment has been submitted
- Maintain files of all FSD accident claims.

IMPLEMENTATION

The Manager, Campus Safety shall be responsible for the implementation and administration of this policy.

TRAINING

All FSD personnel shall receive training during new hire orientation as outlined in the New Hire Orientation Policy. Each supervisor shall ensure regular review of and compliance with the policy. The policy will be reviewed at least annually by the Manager, Campus Safety.
COMPLIANCE

Compliance with all FSD policies shall be required of each employee. Failure to comply with any portion of this policy may result in disciplinary action as outlined in the Nevada Disciplinary Procedures.