

WASHINGTON COLLEGE  
Accident & Injury and Near Miss Report Procedures  
(Students & Visitors)

**Reporting:**

Student:

When a student is on campus the Accident/Injury Report is to be completed anytime an accident or incident occurs which involves an injury, or property damage. This report will also need to be completed if there is a “Near Miss” incident in which there could have been, but there was not, any injury or property damage. Any injury sustained while participating in athletically-related activities are recorded through the Department of Athletics. This form is NOT to be used for sports injuries, unless there are extenuating circumstances.

Immediate notification of any injury or incident is to be made to Public Safety by calling 410.778.7810. **If this is an actual emergency, call 911 first, then contact Public Safety.** Public Safety, the student, and any other college office that the student may have reported to need to complete the online form found: **at Self Service at <https://fs-1.washcoll.edu/adfs/ls/> - log in and proceed to User Options – then to the Accident/Injury Form.**

Visitor:

When a visitor is on campus the Accident/Injury Report is to be completed anytime an accident or incident occurs which involves an injury, or property damage. This report will also need to be completed if there is a “Near Miss” incident in which there could have been, but there was not, any injury or property damage. The department responsible for the visitor is required to complete the form within 24 hours of learning about the incident.

Immediate notification of any injury or incident is to be made to Public Safety by calling 410.778.7810 and to the department responsible for the visitor being on campus. **If this is an actual emergency, call 911 first, then contact Public Safety.** Public Safety, the visitor, and the department responsible for the visitor being on campus need to complete the online form found: **at Self Service at <https://fs-1.washcoll.edu/adfs/ls/> - log in and proceed to User Options – then to the Accident/Injury Form.**

**Investigation:**

Students:

Once the online form is completed, it will route to Public Safety, Student Health Services and the Dean of Students offices, and an investigation must ensue within 24 hours of receiving the report. The purpose of the investigation is to determine the cause of the accident/injury and to take appropriate action to prevent further occurrence as well as to reduce injuries. Those conducting the investigation must use the Accident/Injury Investigation Report.

Visitors:

Once the online form is completed, it will route to Public Safety and/or the department responsible for the visitor and an investigation must ensue within 24 hours of receiving the report. The purpose of the investigation is to determine the cause of the accident/injury and to

take appropriate action to prevent further occurrence as well as to reduce injuries. Those conducting the investigation must use the Accident/Injury Investigation Report.

**Corrective Action(s):**

*Students:*

During the investigative process, Public Safety and/or an office within the Division of Student Affairs, may identify corrective actions deemed appropriate in mitigating the accident/injury from re-occurrence. To implement a corrective action the following steps must occur:

1. The corrective action needs to be specific;
2. The responsible person for implementing the corrective action needs to be identified; and
3. The date the corrective action is to be completed.

*Visitors:*

During the investigative process, Public Safety and/or the department responsible for the visitor may identify corrective actions deemed appropriate in mitigating the accident/injury from re-occurrence. To implement a corrective action the following steps must occur:

1. The corrective action needs to be specific;
2. The responsible person for implementing the corrective action needs to be identified; and
3. The date the corrective action is to be completed.

In some cases, there may be more than one department involved in implementing the corrective action. For example, Buildings and Grounds may need to make a repair.

The final Accident/Injury Investigation Report needs to be signed and dated and submitted to the College's Risk Manager within 24 hours. The Risk Manager will share the information with the College's Risk Management Committee at their monthly meetings. The committee may 1) further identify corrective actions to be implemented, 2) may follow up with the appropriate parties for additional information, and/or 3) follow up with the appropriate parties to monitor implementation of the corrective actions described in the report. If deemed appropriate by the Risk Management Committee, additional recommended corrective actions, or any other information from an Accident/Injury Report, may be shared with Sr. Staff for further action.