

## WASHINGTON COLLEGE

### Non-Work/Near Miss Accident Report Instructions

#### **Reporting:**

The Accident/Injury Report, **found on Self Service at <https://fs-1.washcoll.edu/adfs/ls/> - log in and proceed to User Options – then to the Accident/Injury Form** is to be used by employees who are “Off Duty,” students, visitors, volunteers or others who are on the Washington College campus. The Accident/Injury Report is to be completed anytime an accident or incident occurs which involves an injury, or property damage or 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.

The supervisor responsible for the area where the incident occurred shall be notified. Public Safety should also be contacted for assistance at 410.778.7810. **If this is an actual emergency, call 911 first, then contact Public Safety.** Employees may need to also notify their supervisor. Parties can submit the report online at: **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:**

An investigation will ensue within 24 hours of the report by Public Safety and/or the appropriate supervisor. 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):**

During the investigation, the investigating party and/or Public Safety may identify corrective actions deemed appropriate in mitigating the near miss 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, the employee involved may need some training that is provided by a different department on campus; or 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.

