

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

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| Procedure Title: | SAFETY PROGRAM – ACCIDENT/INJURY REPORTING AND INVESTIGATION | Procedure Number: 2-3-104.8 |
| Institutional Authority: | Vice President of Administrative Services | |
| Associated SBTCE Policy/Procedure: | | |
| Governing ATC Policy: | 2-3-104 | |

Approved:


President


Vice President of Administrative Services

Date

Adopted: 09/08/2008

Date

Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Accident/Injury Reporting and Investigation

Purpose

To establish a standardized procedure for reporting and investigating all on campus and work related accidents/injuries involving Aiken Technical College faculty, staff, students or visitors.

Scope

This procedure applies to all accidents or injuries that occur:

1. On campus.
2. Off campus while conducting college business or participating in a college function or event.

Reporting Procedures

All applicable accidents or injuries shall be reported, regardless of severity of injury or property damage, as follows:

1. Accident/Injury to Faculty/Staff

- a) Employee shall report the accident/injury to their supervisor and to Human Resources immediately.
 - If the injury is minor, requiring only first aid, there are first aid boxes throughout the campus for personal use. If you need assistance contact security at x 1414.
 - If you believe that the injury requires treatment from a medical professional, contact the Human Resources Department at x 1356 prior to seeking medical treatment. If accident or injury occurs after normal business hours or on weekends, the HR Department shall be contacted on the next business day.
 - If the injury is severe enough to require Emergency Medical Treatment call 9-911 immediately. The Campus Security Department should also be notified at x 1111.
- b) Supervisors shall ensure that all accidents/injuries are reported to Human Resources (x 1356) and the Safety Office (x 1353/4) immediately and take necessary action as required in the Accident/Investigation section of this procedure. A completed "Faculty/Staff Accident/Injury Investigation Report" shall be forwarded to the Safety and Security Director's office (Rm 239) no later than the next business day.
- c) The Human Resources Department shall, upon receipt of notification of accident or injury, gather information to document the incident as required by S.C. OSHA and provide information and guidance concerning necessary medical treatment or Worker's Compensation Benefits to the injured person.

2. Accident/Injury to Students or Visitors

- a) All accidents/injuries to students or visitors must be reported to the Campus Security Department immediately.
- b) Campus Security shall respond to the location of the accident/injury (if it occurs on campus).
- c) Campus Security shall evaluate the situation and take necessary action to assist the injured person to include:
 - Providing first aid equipment for the personal use of injured person.
 - Providing Basic First Aid or other necessary medical treatment within limits of training qualification.
 - Taking further action to contact Emergency Medical providers if necessary.
 - Immediately notify Student Services (x 1245) and the Procurement Department (x 1201) of the accident/injury.
 - Investigating the accident and taking necessary action as outlined in the "Accident/Injury Investigation" section of this procedure.
 - Completing a "Student/Visitor Accident/Injury Report" and forwarding it to the Safety Director's Office no later than the next business day.
 - The Safety Office shall provide a copy of all Accident/Injury Reports involving students or visitors to Student Services and the Procurement Department.

3. Off Campus Accidents/Injuries

If an accident /injury occur off campus, the supervisor/instructor involved or responsible for the involved person(s) shall evaluate the situation and take necessary action, as applicable, to include:

- Providing first aid equipment (if available) for the personal use of injured person.
- Providing basic first aid or other necessary medical treatment within limits of training qualification.
- Take further action to contact emergency medical providers or seek medical treatment as necessary.
- Notifying the appropriate party on campus as soon as possible and no later than the next business day. If accident/injury involves a faculty or staff member contact Human Resources at (803) 593-9231 x 1356 and notify your immediate supervisor. If the accident /injury involves a student contact Campus Security at 803-593-9231 x 1414, Student Services at (803) 593-9231 x 1245, and Procurement at 803-593-9231 x 1201.
- Investigate the accident and take necessary action as outlined in the "Accident/Injury Investigation" section of this procedure.
- Complete the appropriate accident/injury report (faculty/staff or student/visitor) and forwarding it to the Safety Office upon return to campus.

Note: The College provides a supplemental insurance policy for all students involved in College related activities. Any faculty or staff member in charge of students on College business or a College function away from the campus, should contact the Procurement Department, (803) 593-9231 x 1201, prior to traveling, for accident/injury insurance information.

Accident/Injury Investigation

1. Investigation Responsibility

- a. If an accident/injury occurs on campus involving a faculty or staff member, the supervisor of the person(s) involved is responsible for investigating the incident and filling out a "Faculty/Staff Accident Injury Report." (Attachment A) The completed report shall be forwarded to the Safety and Security Office no later than the next business day.
- b. If an accident/injury occurs on campus involving a student or visitor, Campus Security is responsible for investigating the incident and filling out a "Student/Visitor Accident/Injury Report." (Attachment B) The completed report shall be forwarded to the Safety and Security Office no later than the next business day.
- c. If an accident/injury occurs off campus, the supervisor/instructor involved or responsible for the involved person(s) is responsible for investigating the incident and filling out the appropriate accident/injury report upon return to

campus. The completed report shall be forwarded to the Safety and Security Office.

2. The accident/injury must be investigated at the location where it occurred (whenever possible) and the following action taken:
 - a. Implement temporary control measures to prevent any further injuries to employees.
 - b. Review the equipment, operations, and processes to gain an understanding of the situation.
 - c. Identify and interview each witness and any other person who might provide clues as to the cause of the accident/injury.
 - d. Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
 - e. Provide recommendation for corrective actions.
 - f. Indicate the need for additional or remedial safety training.
3. Accident/Injury Investigation Reports must be submitted to the Safety Director's Office within 24 hours of the accident/injury. (If an accident/injury occurs on a Friday or through a weekend, the investigators report should be forwarded on the next business day, usually Monday.)
4. The Safety Director shall be responsible for:
 - a. Reviewing the Accident/Injury Investigation Report and making contact with the person filling out the report to ensure that recommendations are being addressed and investigation is complete.
 - b. Providing assistance to affected departments as necessary to complete the accident/injury investigation, to improve safety procedures and prevent recurrence.
 - c. Filing and maintaining all Accident/Injury Reports.
 - d. Presenting all accident/injury reports to the safety committee for review.

Safety Precautions

1. Do Not move an injured person unless absolutely necessary to prevent further harm created by the current environment (fire, chemical spill, etc.)
2. Provide medical treatment only if qualified to do so through training and qualification.
3. First aid equipment is for personal use. If the injury is of a minor nature such as cuts, abrasions, etc. assist by providing necessary equipment and comfort. Allow the injured person to perform their own first aid.
4. If making a decision to provide first aid, consider the following:
 - Is immediate action needed in order to save life or limb?
 - Will I unnecessarily place myself in harm or jeopardy?
5. Beware of hazards associated with Blood borne Pathogens. Avoid contact with body fluids. Wear proper Personal Protective Equipment, including latex gloves and eye protection. If exposed to suspected infectious materials, wash the exposed area thoroughly with soap and water and seek medical attention. Report any exposure to a supervisor or instructor.
6. Remain with the injured person until help arrives and provide information to emergency responders.

Accident/Injury Investigation Reports are available on the ARC page on line.

| Procedure Review | | |
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| Review Date | Reviewed By | Date Completed |
| 09/08/2011 | | |
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