



Tulsa Community College
Accident/Incident Reporting Procedure

Intent:

1. To maintain a safe and healthy campus/work environment for the entire TCC community.
2. To ensure accidents and incidents which occur on college property or during the course of employment with the college are reported in a timely manner.
3. To minimize accidents, injuries and illnesses by correcting identified causes when appropriate and feasible.

Scope:

Employees must ensure that they report all accidents, incidents and near-misses which result or may result in injury or illness, regardless of severity are reported to the appropriate departments within the required amount of time outlined in this procedure. These accident/incident reporting requirements apply to all accidents and incidents involving college employees, on-site vendors, contractors, students, and visitors, which result in, or has the potential to have resulted in personal injury, illness, damage of college property, or the damage of private property while on college property. An accident/incident report will be required for any of the following:

Definitions:

“Accidents” are events that cause injury or illness to a person. Even “minor” injuries such as cuts or sprains are to be considered accidents. If there is a doubt, treat a situation as an accident.

“Incidents” are near-miss events that have the potential of causing personal injury or events that cause damage to any college owned property or private property while on college property, or in use while on college business.

“Occupational accidents” are accidents that occur to a college employee while conducting work related activities for the college.

“Non-occupational accidents” are accidents that occur to college students, volunteers and/or visitors while they are on campus, or off campus attending or participating in a college sponsored activity. This includes a college employee who, while in a non-working status, becomes injured or ill while attending or participating in a college sponsored activity.

Procedure:

Revised 8/8/17

Accident procedure for employees

When accidents requiring immediate medical attention occur on campus, 911 should be called immediately, followed by a call to the campus police office at 918-595-8888.

When accidents requiring routine first aid occur on campus, campus Police should be notified at 8888 and they will assess the situation for further medical help as needed.

Accident Procedure for Students, Visitors, and/or Contractor's Employees

When accidents requiring immediate medical attention occur on campus, 911 should be called immediately, followed by a call to the campus police office at 918-595-8888.

When accidents requiring routine first aid occur on campus, campus Police should be notified at 8888 and they will assess the situation for further medical help as needed.

Responsibilities:

Employees are responsible for:

1. Following safe work practices and abiding by all departmental safety standards and policies.
2. Reporting any conditions they consider unsafe to their supervisor and the TCC Office or Risk Management. Report form located at MyTCC/Safety
3. Promptly reporting any accidents or incidents to their supervisor or appropriate college official (e.g. Police office at 8888 or the Director of Risk Management at 918-595-4731).
 - a. **Note:** It is extremely important to report occupational accidents to your immediate supervisor so that the college will be able to file the appropriate paperwork. Failure to report an occupational accident may result in denial of benefits under worker compensation laws.

The employee's immediate supervisor is responsible for:

1. Obtaining prompt medical treatment for the injured employee and securing the accident scene as appropriate.
2. Reporting occupational accidents or incidents to the Director of Risk Management as soon as possible, but no later than 24 hours following the accident or incident. Accidents and incidents must be reported using the **CALM Injury Report Form**. Additional Worker's Compensation Forms may need to be completed.
 - a. **Note:** in the case of accidents that result in a fatality or the hospitalization of 3 or more employees, the report must be submitted **IMMEDIATELY**. The college is required to report any such incidents to the local Occupational Safety and Health Administration (OSHA) office within 8 hours of the incident.

- b. **Note:** Accidents that result in a “lost time” injury, must be reported to the Director of Risk Management within 8 hours.
3. Investigating occupational accidents and areas under their supervision. Investigations should be conducted using the CALM Injury Report Form.
4. Ensuring proper employee involvement in occupational accident investigations in an attempt to get their input into the cause and corrective actions.
5. Correcting unsafe conditions or actions that contributed to the accident as appropriate (i.e. issuing a work order or by direct action of the supervisor- procedure change).
6. Ensuring that emergency equipment (i.e., Fire extinguisher, spill cleanup, etc.) used in the accident for which the department is responsible is replaced or returned to normal operating condition.
7. Ensuring that employees under their supervision understand the reporting requirements and are aware of their responsibilities.

The Director of Risk Management is responsible for:

1. Maintaining a log of injuries and illness according to OSHA guidelines and regulations.
2. Reviewing accident and incident reports for root causes of the accident or incident, and appropriateness of preventive and/or corrective actions.
3. Reviewing and analyzing accident statistics for trends/patterns and making recommendations to the TCC safety committee on corrective programs or procedures
4. Reporting all accidents that result in fatality or hospitalization of three or more employees, to the ODOL Public Employees Occupational Safety and Health (OSHA) office within 8 hours of the incident.
5. Reporting the in-patient hospitalization of one or more employees or an employee’s amputation or an employee’s loss of an eye to the ODOL Public Employees Occupational Safety and Health (OSHA) office within 24 hours of the incident.
6. Filing a CC Form-2/Employees First Notice of Injury in the case of an accident resulting in work time loss and notifying the Oklahoma Workers Compensation Commission in a timely manner.
7. Auditing practices against this procedure.

The Director of Human Resources is responsible for:

1. Coordinating with the supervisor in providing temporary, light duty, or alternate work assignments to injured employees as appropriate.
2. Assuring that new employees are made aware of this procedure in employee orientation.

3. Working with the Safety Committee to educate the TCC Community on the importance of this policy.

Vice Presidents are responsible for:

1. Ensuring that all division/department chairs/directors/supervisors/and employees are accountable for prompt action of reporting, investigations, and associated corrective actions as outlined in this procedure.
2. Reviewing all occupational accident investigations involving medical attention or lost or restricted workdays.

Accident reports and investigation forms:

Employee accident reports and investigations:

Supervisors should report occupational accidents by sending a MyTCC/safety **Injury Report Form** signed by the supervisor and employee to the Director of Risk Management. For occupational accidents that require medical attention or lost/restricted work, the report must be sent to the Department Head. For workers compensation claims, a CALM Injury Report Form and Supervisors Investigation Report must be completed and sent to the Office of Risk Management. An investigation will focus on root causes and can include pictures and/or video of the scene; interviews and written statements from the victim and witnesses, if any; policy, training, and procedural reviews; and corrective action.

Student or visitor accident reports and investigations:

Non-occupational accidents occurring on Tulsa Community College's property should be reported as soon as possible by college personnel responding to the event (i.e. Supervisor responsible for the area where the accident occurred, campus police, the host responsible for the visitor, etc.).

Non-occupational accidents must be reported using the **Student/Visitor Incident Form**. Copies of student or visitor accident reports must be forwarded to the Director of Risk Management. Student and visitor accidents will be investigated at the discretion of the college. When an investigation is deemed appropriate, the TCC Director of Risk Management will create a task force to conduct the investigation. The task force may include the following individuals and others as appropriate:

1. The Director of Facilities.
2. The supervisor or college representative responsible for the area or event in which the accident occurred.
3. Other appropriate individuals who have knowledge of the activity, area or other circumstances of the accident, i.e. Campus Police

Contractor accident reports and investigations:

Accidents involving a contractor's employee should be reported to the college's representative managing the contractor using the **Student/Visitor Incident Report Form** or the contractor's reporting form. Copies of the report should be sent to the Director of Risk Management. Investigations into contractor accidents will be conducted at the discretion of the representative managing the contractor and/or the TCC Director of Risk Management.