

1 **Accident Prevention, Reporting, and Investigation**

2 Effective: Moved to Policy Library from UPM 12.12(18)

3 Contact: [Environmental Health and Safety \(EH&S\)](#)

4 **Introduction**

5 The purpose of this policy is to promote a safe workplace by properly reporting and investigating workplace
6 injuries and accidents. Accident investigations identify the root causes and contributing factors, which can be
7 eliminated or controlled to reduce the frequency and severity of accidents.

8 The department of Environmental Health and Safety (EH&S) manages the Accident Prevention Program.
9 Human Resources and EH&S maintain records of workplace injuries in accordance with Occupational Safety
10 and Health Administration record keeping requirements.

11 **Policy Statement**

12 The department chair and/or the employee's supervisor shall, within 24 hours, report all accidents and injuries
13 sustained by staff members (while performing work duties) to Human Resources via the AccessPlus employee
14 page on the work injury tab. Accident investigation information is part of the electronic accident reporting
15 process and may be completed at the time of reporting or as soon as possible afterward.

16 **Resources**

- 17 • [AccessPlus Login](#)
- 18 • [Environmental Health and Safety: Occupational](#)
- 19 • [Workers' Compensation Office](#)
- 20 • [Workers' Compensation Policy](#)
- 21 • [First Aid Procedures](#)