

1 **Accident Prevention, Reporting, and** 2 **Investigation**

3 Effective: Moved to Policy Library from UPM 12.12(18)
4 Reviewed and Updated: December 8, 2016
5 Contact: [Environmental Health and Safety \(EH&S\)](#)

6 **Introduction**

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

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

14 **Policy Statement**

15 The employee or the supervisor shall, within 24 hours, report all work-related accidents, injuries,
16 and illnesses by completing the First Report of Injury form via the ISU Incident Portal. As part of
17 the accident investigation process the supervisor will receive an electronic notification containing
18 a series of questions to be completed and emailed back to the Incident Portal within 24 hours of
19 receipt.

20 **Resources**

21 **Links**

- 22 • [ISU Incident Portal](#)
- 23 • [EH&S Accidents and Injuries](#)
- 24 • [EH&S Occupational Medicine](#)
- 25 • [Workers' Compensation Office](#)
- 26 • [Workers' Compensation Policy](#)
- 27 • [First Aid Procedures](#)