Accident Prevention, Reporting, and Investigation

Effective: Moved to Policy Library from UPM 12.12(18)
Reviewed: March 2021
Contact: Environmental Health and Safety (EH&S)

Introduction

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

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

Policy Statement

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

Resources

Links

- ISU Incident Portal
- EH&S Accidents and Injuries
- EH&S Occupational Medicine
- Workers' Compensation
- Workers' Compensation Policy
- First Aid Procedures