

1 Accident and Incident Prevention, Reporting, 2 and Investigation

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

4 Reviewed and Updated: March 2022

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, accidents and incidents. Incident investigations identify the root causes and
9 contributing factors, which can be eliminated or controlled to reduce the frequency and severity of
10 incidents.

11 The department of Environmental Health and Safety (EH&S) manages the Incident Prevention
12 Program. Human Resources and EH&S maintain records of workplace injuries in accordance with
13 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 incidents, injuries, and
16 illnesses by completing the First Report of Injury form via the ISU Incident Portal. As part of the
17 incident investigation process the supervisor will receive an electronic notification containing a series
18 of questions to be completed and emailed back to the Incident Portal within 24 hours of receipt.

19 Resources

20 Links

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

27 Files

- 28 • [Accident and Incident Prevention, Reporting, and Investigation \[Policy in PDF\]](#)