

### 1. Purpose

This procedure describes how Kennesaw State University (KSU or the University) handles reporting, investigating and monitoring of environmental and occupational safety (EOS) incidents.

### 2. Scope

This procedure covers all faculty, staff, students, contractors and other personnel at KSU or under the management or control of KSU. The procedure applies to work-related incidents and hazards, including:

- injuries or illnesses
- incident, near misses or hazards
- environmental damage

### 3. Responsibilities

#### A. KSU Employees

- i. Promptly report an actual or potential incident or accident to his or her immediate supervisor and complete the necessary form(s).
- ii. Participate in incident investigation as requested.

#### B. Contractors

- i. Take all steps necessary to protect the safety and health of KSU's students, employees, and visitors during the performance of their work.
- ii. Ensure that all incidents or injuries relating to the job are promptly investigated.

#### C. Manager/Supervisor/Principal Investigator

- i. Receive, review and sign Employee's Injury or Illness Report and forward the report to Human Resources (HR) as soon as possible and no later than 24 hrs.
- ii. Ensure investigation is conducted to determine the cause(s) of the accident or incident, and communicate the findings to the Environmental Health and Safety Department (EHS).
- iii. Ensure appropriate corrective measures have been implemented to address identified hazards to eliminate or reduce the risk of a similar incident occurring in the future.

#### **D. Human Resources Department (HR)**

- i. Ensure that an injury or illness report is properly communicated to the EHS and Risk Management (RM) departments.
- ii. Ensure that insurance claims are filed when there is medical treatment and communicate with the employee as needed.

#### **E. Environmental Health & Safety Department (EHS)**

- i. Provide support and assistance to departments in the investigation of incidents.
- ii. Ensure the investigation of accidents or incidents involving significant human harm, fatality, release of hazardous material or significant damage to the environment.
- iii. Review all incident investigation reports and ensure that appropriate hazard control measures have been identified.
- iv. Track and document corrective actions to ensure timely follow-up and completion.
- v. Escalate issues when necessary.
- vi. In conjunction with Risk Management Department, review and analyze incident investigation reports to assess for trends and monitor effectiveness of control measures.
- vii. Review and revise procedures and forms as necessary.

#### **F. Risk Management (RM)**

- i. Participate in investigation of incidents and assist in the control and mitigation of hazards.
- ii. Participate in the review and analyze incident investigation reports to assess for trends and monitor effectiveness of control measures.

#### **G. Legal Affairs**

- i. Provide legal guidance on handling of EOS related incidents.

#### **H. Department of Public Safety**

- ii. Respond to emergency situations.
- iii. Provide assistance in the control and mitigation of hazards.
- iv. Oversee the Kennesaw State Emergency Preparedness and Response System.
- v. Manages the Crisis Coordinator First Responder Program.

## 4. Procedure

### A. Initial General Response

- i. For incidents involving a fire, medical emergency, hazardous material spill or other types of emergencies, call KSU's emergency number 470-578-6666 or extension 6666 or for the Marietta campus 678-915-5555 or extension 5555, or 9-1-1 immediately.
- ii. For hazardous material spills or fire within a building, cease all operations in the affected area, alert area and building occupants and evacuate the area if necessary.
- iii. Whenever safe and necessary to do so, take immediate appropriate actions to safeguard the site to prevent further incidents and if possible, provide aid to any injured people.
- iv. Avoid further disturbance of the site until it is confirmed that the incident does not require further investigation and a Public Safety or EHS officer has authorized the disturbance.

### B. Incident Reporting

- i. All KSU employees and contracts should report, as soon as possible, any of the following that occurs on campus, at a University controlled workplace, or while engaged in any University sanctioned activity:
  - a. Incidents resulting in injury or illness.
  - b. Incidents or near misses with no injuries.
  - c. Incidents resulting in environmental damage.
- ii. Serious incidents or incidents requiring immediate medical attention are reported immediately by calling the KSU campus emergency number 470-578-6666 or extension 6666 or for the Marietta campus 678-914-5555 or extension 5555 or 9-1-1. All other incidents are reported in writing within 24 hours of becoming aware of the incident, injury or illness.

#### 1. Incidents with Injury or illness

- i. Incidents resulting in an injury or illness are reported in accordance with the University's procedure for [Employee Work-Related Injury or Illness](#).
- ii. An employee is required to report all injuries or illnesses to his or her supervisor or the supervisor's designee immediately (but no later than 24 hours).
- iii. This notification is made by the employee by completing the [Employee Report of Injury or Illness Form](#) and by returning the completed form to his or her supervisor within 24 hours of the injury or illness.
  - 1) Upon receipt of an incident report, the supervisor:
    - a. Immediately contacts the HR Department at 770-423-6030 or extension 6030 to inform them of the injury or illness.
    - b. Documents immediate actions taken to assist any persons injured during the incident.
    - c. Takes any immediate actions necessary to prevent further injuries or illnesses (e.g. clean up spills, isolate the area)

## 2. Incidents or near misses with no injuries

- i. Incidents or near misses which do not result in an injury or illness are reported in accordance to this procedure.
- ii. An employee reports the incident to his or her supervisor or the supervisor's designee immediately as soon as possible but no later than 72 hours.
- iii. Employee makes notification by completing the [Employee Report of Incident or Near-miss Form](#) and by returning the completed form to his or her supervisor within 72 hours of the incident or near-miss event.

## 3. Environmental Incidents

- i. Incidents involving a hazardous material or chemical spill are to be reported in accordance with chemical or hazardous substance spill response procedure.
- ii. Incidents involving an oil spill are reported in accordance with the KSU Spill Prevention, Control and Countermeasure Plan (SPCC).

## C. Incident Investigation

- i. After the supervisor receives a report of an incident, near miss, illness or injury the supervisor ensures that a formal incident investigation is carried out.
- ii. Incident investigations commences within a reasonable time after the supervisor is informed of the incident, near miss, illness or injury and within 72 hours.
- iii. If necessary, the supervisor establishes an incident investigation team, which may include:
  - a. The supervisor or manager as the team leader.
  - b. Persons involved in the incident and witnesses.
  - c. Representative from the EHS Department and Risk Management.
  - d. Other knowledgeable persons.
- iv. For accidents or incidents involving significant human harm, fatality, release of hazardous material or significant damage to the environment, the EHS Department in collaboration with RM department establishes a team to investigate the incident and determine the root cause(s).

### 1. Conducting Investigations

- i. Investigations are conducted to identify:
  - a) Unsafe working conditions (environment) including any unsafe work practices (behaviors) that contributed to the occurrence of the incident or accident.
  - b) Management system deficiencies (absence or failure of the process to adequately control unsafe practices or conditions) that led to behavioral or environmental causes.

- ii. The incident investigation establishes the facts, including circumstances leading up to the incident, what happened during and after the incident, and gathers, considers and documents information including:
  - a. Exact time and date of the incident and other time factors.
  - b. Person(s) involved.
  - c. Identifies associated hazards.
  - d. Identifies existing hazard controls and their effectiveness.
  - e. Identifies materials, equipment, chemicals and substances involved.
  - f. Exact location and environmental conditions e.g. lighting, weather, ventilation and floor conditions.
  - g. Discussions with persons involved, and recording statements from witnesses.
  - h. Considers sequence of events including before, during and after the incident.
- iii. The investigation is documented on the University's [Incident Investigation Report form](#). Statements from witnesses should be recorded on the [Incident Witness Statement Form](#).
- iv. The investigation recommends corrective actions to eliminate or reduce the risk of a similar incident occurring in the future.
- v. The supervisor or investigation team leader provides a copy of the completed incident investigation report to the EHS Department and the Risk Management Department.

#### **D. Corrective Action Items**

- i. The supervisor ensures that appropriate corrective actions are implemented, or that the recommended corrective actions are escalated to a person with the responsibility for its implementation.
- ii. The supervisor also monitors progress on implementing corrective actions and documents when implementation is finalized.

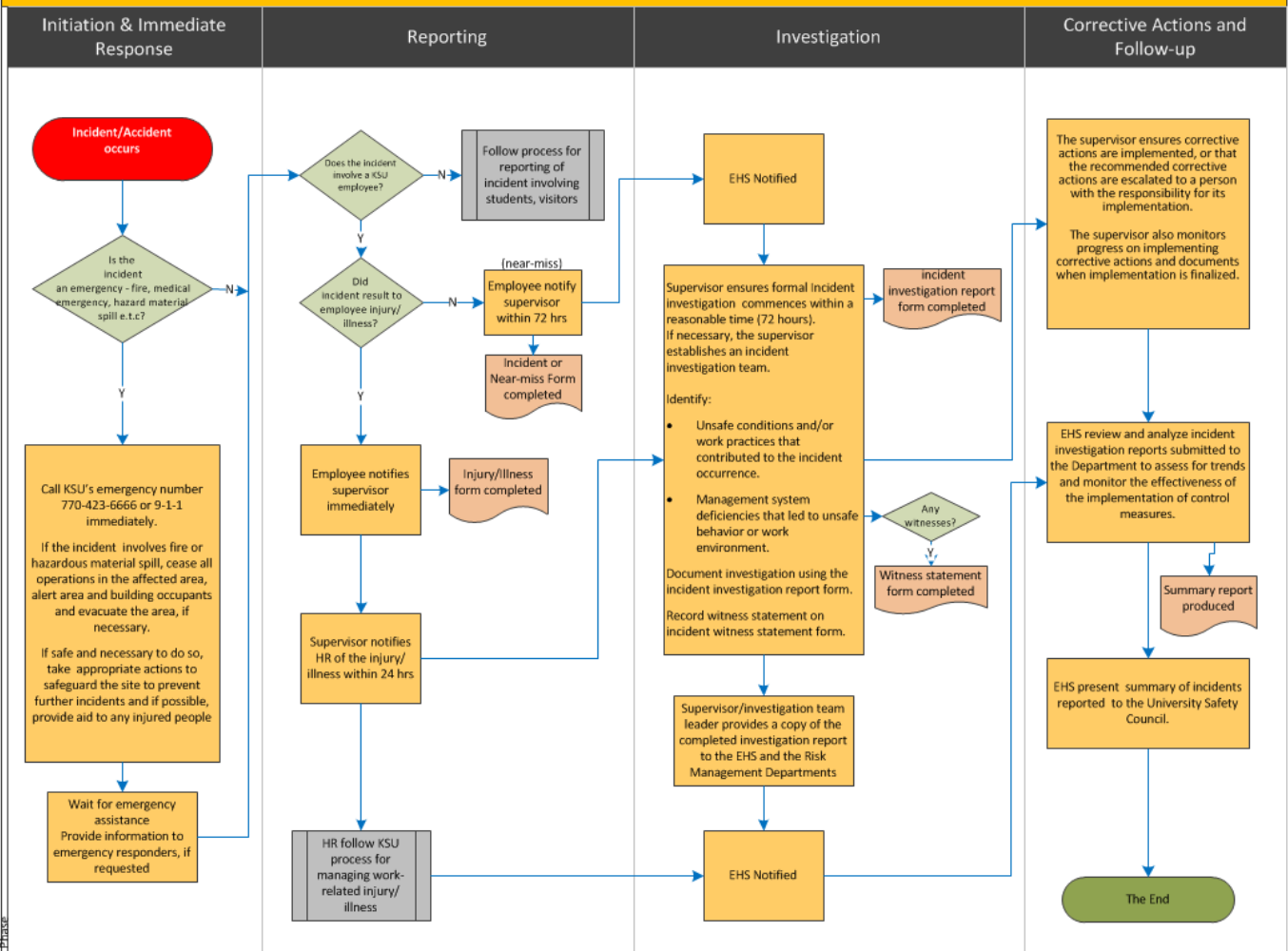
#### **E. Review of Investigation Reports**

- i. The EHS Department:
  - a. Review and analyze incident investigation reports submitted to the Department to assess for trends and monitor the effectiveness of the implementation of control measures.
  - b. Present a summary of incident investigations to the University Safety Council during the annual review.

### **5. Record Keeping**

- A. The EHS Department maintains record of all reports: accident, incident and investigation, in accordance with record retention period specified by the Board of Regents (BOR).

# Incident Reporting and Investigation Flow Chart



## Definitions of Terms

<b>Incident</b>	Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.
<b>Illness</b>	Any work-related illness.
<b>Hazard</b>	A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.
<b>Environmental damage</b>	An event that causes harm to the environment through the generation and release of environmental contaminants.
<b>Near miss</b>	An event that could have resulted in human injury or damage to property, process or the environment, but did not.
<b>Serious Incident or Accident</b>	Incidents that involve significant human harm or fatality, results in release of hazardous substances which causes harm to the environment or require notification to a regulator.