

 <b>Portland Community College</b> <b>Health and Safety Manual</b>	<b>Dept: Environmental Health and Safety (EH&amp;S)</b>	
	<b>Topic: Chapter 2 - Incident/Accident Investigation</b>	
	<b>Board Policy: B507</b>	<b>Revised Date: June 2024</b>

<b>Authority</b>	<b>PCC Board Policy – B 507</b> <b>Portland Community College is committed to providing a safe and healthy work and educational environment for our employees, students, and visitors.</b>
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<b>Summary</b>	<b>It is Portland Community College’s (PCC) goal to reduce or eliminate workplace injuries and near misses involving employees. PCC department managers will utilize the following process to investigate workplace injuries and near misses to determine their root cause(s) and to use appropriate corrective actions to prevent future recurrences.</b>
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## I. PURPOSE

The purpose of the Incident/Accident Investigation Plan is to outline the procedures that PCC uses in its accident and injury investigation and reporting process for its employees. It is PCC's goal to eliminate workplace accidents or injuries and near misses. However, should they occur, PCC will thoroughly investigate to determine the root cause(s) and any appropriate corrective action(s) to be taken to help prevent any future recurrence.

PCC focuses not simply on unsafe acts or conditions which may have led to an accident or injury or near miss, but also why the unsafe acts or conditions were present. From this perspective, PCC is better able to identify any changes to the workplace that are necessary to keep employees safe.

## II. AUTHORITY

- PCC Board Policy—B507
- OSHA 1904 *Recording and Reporting Occupational Injuries and Illness*
- OAR 437-001-0700 *Recording Workplace Injuries and Illnesses*
- OAR 437-001-0704 *Reporting Fatalities, Catastrophes, Injuries, and Illnesses to Oregon OSHA*
- OAR 437-001-0760 *Rules for All Workplaces*
- OAR 437-001-0765 *Safety Committees*

## III. RESPONSIBILITY

### A. Department Managers

- Ensure that all incidents involving employee injuries, illnesses, near misses, or reports of property damage are promptly reported through the online *Injury/Property Incident Report*.
- Promptly perform the initial incident investigation of all reported employee injuries, illnesses, and near misses.
- Complete the online *Supervisor Investigation Report* with corrective action(s), or send the completed hardcopy to EH&S.
- Make recommendations or establish hazard controls to reduce the likelihood of a future recurrence.

### B. Environmental Health and Safety

- Review *Injury/Property Incident Reports* received, as it pertains to employee injuries, illnesses, and near misses, and request *Supervisor Investigation Reports* be completed by department managers.
- Review completed *Supervisor Investigation Reports* and facilitate the collection of additional information as needed.
- Redact completed investigation reports and provided them to relevant Safety Committees for their review on a monthly or quarterly basis.
- Notify Oregon Occupational Safety and Health Administration (OR-OSHA) within regulatory timelines for events such as overnight hospitalization of an employee, fatalities, loss of an eye, and incidents involving three or more employees.

- Facilitate further investigation of all serious disabling claims, fatalities, catastrophes, or any other claim a department may be required to investigate.

### **C. Safety Committee**

- Receive training in the principles of incident investigation to aid in the review of all redacted *Supervisor Investigation Reports*.
- Review associated recommendations and provide additional insight, if needed, as to methods which might assist in reducing the likelihood of recurrences.
- Include written recommendations in the Safety Committee minutes.

## **IV. PROCEDURE**

### **A. Investigation Reports**

All incidents will be reported through the *Injury/Illness/near miss Incident Report* form available online through the Risk Services website. PCC manages all incident report information in an online database which allows for improved management of incident reports, investigation reports, and other supporting information. OR-OSHA requires all incidents to be reported and the appropriate forms completed within six days of PCC's knowledge; therefore, ALL incidents must be reported immediately to a department manager.

For all incident reports involving an employee injury or illness, EH&S will request the affected employee's department manager or Dean complete the *Supervisor Investigation Report*. If online access to the investigation form is unavailable, *Form 1: Supervisor Investigation Report* can be completed and sent to EH&S through email or campus mail.

If the injured employee\* is unable to work for any period of time or has seen a doctor for the appropriate treatment of the injury or illness, the department manager is to complete and submit to Risk Services an *801 Report of Occupational Injury or Disease* (CPP436-801), available from Risk Services.

*\*Note: For incident reporting and investigations, a student who is currently enrolled in one of PCC's clinical affiliates, apprenticeship, cooperative education, or professional crafts programs is identified as a PCC employee when he or she is working on, or off, campus. This is also to include all student employees, when the injury or illness took place in the capacity as an employee, not a student.*

The supervisor investigation process is used for determining causation and contributing factors of the incident with a focus on determining the root cause(s) of the employee injury or near miss. PCC will thoroughly investigate all incidents to determine the cause and any appropriate corrective actions to be taken to help prevent a future recurrence. For additional information on completing a *Supervisor Investigation Report*, See *Appendix B: How to Conduct an Incident/Accident Investigation*.

## **B. Exposure Incidents**

If an employee or student sustains an exposure incident to blood or other bodily fluids, the exposure must be immediately reported to the department manager as well as through one of the following methods:

- Contact Public Safety
- Complete an online *Injury/Illness/near miss Incident Report*
- Complete *Form 2: Bloodborne Pathogens Incident Report*

*Form 2: Bloodborne Pathogens Incident Report* is to be completed by the Dean or Department Manager in conjunction with the exposed employee, or Medical Field Practicum Student, and is forwarded to EH&S and Risk Services.

## **C. Safety Committee Review**

Once completed, the *Supervisor Investigation Report* for an individual employee will have personal details redacted to be presented to the campus and center Safety Committees. The Safety Committees will review the investigation report and recommend additional corrective actions if any are identified.

## **D. PCC's OR-OSHA Reporting of an Occupational Fatality, Catastrophe, or Incident**

PCC's EH&S Manager is responsible for notifying OR-OSHA of specific employee incidents that occur. In compliance with OR-OSHA rules, PCC will:

- Within 8 hours report any workplace fatality or catastrophe, meaning an incident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or medical facility as a result of the same incident;
- Within 24 hours report any injury resulting in an overnight or longer hospital admission, amputation, avulsion, or loss of an eye.

## **V. TRAINING**

PCC will provide training on incident investigation to all supervisors and department managers as well as safety committee members. The training will focus on developing the awareness and understanding of supervisor investigation reporting as required by OR-OSHA and will give guidance on what information to include in an investigation report.

Training will be provided through PCC's online training format and will be facilitated by EH&S.

## VI. RECORDKEEPING

All *Injury/Illness Incident Reports* and *Supervisor Investigation Reports* will be maintained as follows:

- EH&S will maintain online copies of all *Injury Incident Report* forms and *Supervisor Incident Investigation Report* forms for employee incidents involving work-related injuries, illnesses, and near misses.
- PCC's Public Safety department will maintain and review original records regarding employee, student, and visitor incidents in the event public safety is involved in the response.
- Risk Services will maintain some level of documentation for students, visitors and employees, especially when Workers Compensation documentation is involved.

PCC will assure the preservation and retention of medical records for at least the duration of employment plus thirty (30) years. An exception is made for first aid records (not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters and the like which do not involve medical treatment, loss of consciousness, or restriction of work or motion. Medical records will only be stored in the official medical file.

Medical records and personnel sensitive documents are kept strictly confidential by PCC's People Strategy, Equity, and Culture (PSEC) department.

PCC shall track and record all employee injuries and illnesses in order to provide documentation for any OSHA or *Worker's Compensation* inquiries.