

WASHINGTON COLLEGE  
Accident & Injury and Near Miss Report Procedures  
(Employees)

**Reporting:**

When an employee is “On Duty” the Work Related, Accident / Injury Report is to be completed anytime an accident or incident occurs which involves an injury, or property damage. This report will also need to be completed if there is a “Near Miss” incident in which there could have been, but there was not, any injury or property damage. Both the supervisor and the employee are to **complete the online form found: at Self Service at <https://fs-1.washcoll.edu/adfs/ls/> - log in and proceed to User Options – then to the Accident/Injury Form.**

Immediate notification of any injury or accident is to be made to the employee’s immediate supervisor. In the event that this is not possible, Public Safety can be contacted by calling 410.778.7810. **If this is an actual emergency, call 911 first, then contact Public Safety.** If there is a serious situation that does occur after hours, every attempt should be made to also contact the individual’s supervisor.

**Investigation:**

Once the online form is completed, it will route to the Office of Human Resources (HR). HR, along with the supervisor and/or Public Safety, will investigate and must do so within 24 hours of receiving the report. The purpose of the investigation is to determine the cause of the accident/incident and to take appropriate action to prevent further occurrence as well as to reduce injuries. Those conducting the investigation must use the Accident/Injury Investigation Report.

**Corrective Action(s):**

During the investigative process, HR and the supervisor/Public Safety may identify corrective actions deemed appropriate in mitigating the accident/injury from re-occurrence. To implement a corrective action the following steps must occur:

1. The corrective action needs to be specific;
2. The responsible person for implementing the corrective action needs to be identified; and
3. The date the corrective action is to be completed.

In some cases there may be more than one department involved in implementing the corrective action. For example, the employee involved may need some training that is provided by a different department on campus; or Buildings and Grounds may need to make a repair.

The final Accident/Injury Investigation Report needs to be signed and dated and submitted to the College’s Risk Manager within 24 hours. The Risk Manager will share the information with the College’s Risk Management Committee at their monthly meetings. The committee may 1) further identify corrective actions to be implemented, 2) may follow up with the appropriate parties for additional information, and/or 3) follow up with the appropriate parties to monitor implementation of the corrective actions described in the report. If deemed appropriate by the Risk Management Committee, additional recommended corrective actions, or any other information from an Accident/Injury Report, may be shared with Sr. Staff for further action.

