



# Madison Area Technical College EHS101 - Incident Reporting & Investigation

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Procedure Owner: Joshua Cotillier  
Approval: Joshua Cotillier

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## FORMS

Incident Reporting Form  
Incident Investigation/Root Cause Analysis Form  
WKC-12 Wisconsin First Report of Injury & Illness Form

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## **PURPOSE**

The purpose of this procedure is to ensure the prompt reporting of all safety incidents and to provide a means to determine the immediate and underlying causes of incidents and to take corrective action to prevent reoccurrence.

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## **SCOPE & APPLICABILITY**

The requirements of this policy apply to the Madison Area Technical College (the college, college) District. It is the college's policy that incidents involving injury, illness, vehicle/property damage and theft, accidents, and near-misses that occur during the course of employment, educational course work, or event endorsed by the college be reported within 24-hours of occurring.

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## **DEFINITIONS**

**First Aid** - The Occupational Safety & Health Administration (OSHA) has created the following list of what is considered first aid treatment. This list of first aid treatment is comprehensive. Any treatment *not*

included on this list is considered recordable for OSHA recordkeeping purposes and is placed on the local OSHA 300 Log of Work-Related Injuries and Illnesses.

- Using non-prescription medication at non-prescription strengths.
- Administering tetanus immunization.
- Cleaning, flushing, or soaking wounds on the surface of the skin.
- Using wound coverings, such as bandages, Band-Aids, gauze, Steri-Strips or butterfly bandages.
- Using hot and cold therapy.
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
- Using temporary immobilization devices while transporting an incident victim.
- Drilling fingernails or toenails to relieve pressure, or draining fluid from a blister.
- Using an eye patch.
- Removing foreign bodies from the eye using only irrigation or cotton swab.
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swab or other simple means.
- Using finger guards.
- Using massages other than physical therapy or chiropractic treatment (both are considered medical treatment for recordkeeping purposes).
- Drinking fluids for relief of heat stress.

**Incident** - An unplanned event that had or has the potential to cause injury or damage to person and/or property. This can include, but is not limited to, a near-miss, first aid, medical treatment, vehicle accidents, property theft and/or damage, slip/trip/fall (ladder, ice, stairs, etc.), and physical/verbal confrontation.

**Lost Time Accident (LTA)** - A work-related injury or illness that causes an employee to miss at least one full day of work past the date that the injury or illness occurred.

**Medical Treatment** - Includes treatment of injuries administered by physicians, registered professional personnel or, in some cases, non-medical personnel that is considered beyond first aid. Medical treatment does not include first aid treatment as defined above.

**Near Miss** - Any unexpected event, or realization, that could have caused an injury or property damage but did not.

**Recordable Cases** - All work related injuries and illnesses up to and including death, which result in loss of consciousness, restriction of work or motion, transfer to another job, require medical treatment beyond first aid or a significant injury or illness diagnosed by a physician or other licensed health care professional. Medical treatment is further defined as the management and care of a patient for the purpose of combating disease or disorder. This definition excludes observation and counseling, diagnostic procedures and first aid treatment. All such cases shall be recorded in the facility's OSHA 300 Log of Work-Related Injuries and Illnesses electronically by Risk/EHS office. An injury or illness is considered to be a "new case" if: (1) The employee has not previously experienced a recorded injury or illness of the same type that affects the same part of the body, or (2) The employee previously experienced a recorded injury or illness of the same type that affected the same part of the body but had recovered completely (all signs and symptoms had disappeared) from the previous injury or illness and an event or exposure in the work environment caused the signs or symptoms to reappear.

**Manager/Supervisor** - The person in charge who is in a position to offer instruction or guidance to their personnel and/or authority to create change.

**Security Services** – Department directly responsible safety and security of all college campuses and the employees, student, and individuals that utilize college services and facilities. This department takes the lead in incidents involving property theft and damage; whether belonging to an individual or the college.

**Significant Event** - A significant event may include fatalities, hospitalizations, lost time injuries, serious injury to employee or the general public, or incidents involving serious property damage.

**Third Party Incidents** - Any incident that may imply college involvement or liability with the public. These incidents may involve college employees, college owned or leased equipment, or incidents that occurred on college property. A third party incidents can include, but are not limited to, contractor injury or illness on college property, college owned vehicle incidents involving privately owned vehicle(s) or pedestrian(s), and student involvement in an incident while on college property.

**Work Environment** - The college work environment shall include any location where college employees are engaged in college work or travel. The college work environment shall include work related college business travel and college business related entertainment functions. College business entertainment functions can include, but are not limited to, business luncheons, seminars, and convocation. Whereas department softball games and similar outings that are not directly related to the aims of the college are not to be considered work related.

**Work Related Injuries/Illnesses** - Employee injuries or illnesses that occur in the employees work environment while the employee is engaged in work-related activities.

**Certification of the OSHA 300A – Summary of Work-related Injuries and Illnesses**– An OSHA 300A will be sent to every facility that has an OSHA 300 Log maintained for it. At each facility, the highest ranking college official that works out of or is responsible for the facility must review and sign the OSHA 300A prior to posting. Once the OSHA 300A form is signed, a copy of the signed form must be sent back to Human Resources to be stored electronically for five years. The OSHA 300A must then be posted in a conspicuous place or places where notices to employees are customarily posted. The OSHA 300A must be posted from February 1st – April 30<sup>th</sup> annually.

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## **RESPONSIBILITY**

### **Risk Management/Environmental Health and Safety Manager (Risk/EHS)**

- Review *all* Incident Report Forms received, and investigate and/or follow up as deemed necessary.
- Notify insurance company representative of any incident warranting risk management advisement.
- Maintain a permanent file of Incident Report Forms and Incident Investigations Reports.
- Report information on a serious injury or death to Department of Commerce officials, as required by law.
- Provide general awareness and technical support to all college employees of these procedures.
- Provide training on incident reporting and incident investigation methods to manager/supervisor/lead, when requested.
- Evaluate the procedure and update when applicable.

### **Manager/Supervisor**

- Ensure employee(s) report incidents by the end of the employee's shift, or due to mitigating circumstances, within 24 hours of incident occurring.
- Ensure Incident Report Form is completed within 5 days on incident occurring. This includes completion of the "Supervisor Incident Analysis" (Section III of the Incident Report Form)
- E-mail Incident Report Form to Human Resources and Risk/EHS Manager for incident(s) involving college employee(s), within 5 days of incident occurring.
- Participate in incident investigation when applicable.
- Ensure corrective actions identified in the incident investigation are incorporated into job task and work environment.

### **Security Services**

- Assume leadership role for incidents involving theft and/or property damage that occurs on campus.
- Investigate all incidents involving theft and/or property damage on campus.
- Complete Security Report within 5 days, for incidents involving theft and/or property damage that occurs on campus.
- Forward Security Report within 5 days to Risk/EHS Manager, for incident(s) involving theft and/or property damage that occurs on campus.

### **College Employee**

- Report incident(s) to Manager/Supervisor by the end of the shift, or due to mitigating circumstances, within 24 hours of incident occurring.
- Work with manager/supervisor to complete Incident Report Form
- Participate in incident investigation when applicable.
- Direct third parties to the Incident Reporting Form when an incident occurs on college property.

### **Student/Visitor/Contractor**

- Report incidents to a college employee. If incident occurs outside of class room environment, report incident directly to the Risk/EHS Manager.
- Complete Incident Report Form and send to Risk/EHS manager within 24 hours of incident occurring.

## **REPORTING INCIDENT**

- All incidents shall be reported by the end of shift, or due to mitigating circumstances, within 24 hours of incident occurs. Notification shall be made by the employee(s), student(s), visitor(s), or contractor(s) directly involved with the incident whenever possible.
- If employee(s), student(s), visitor(s), or contractor(s) is unable to make notification due to mitigating circumstances, notification shall be made by his/her designated person.
- Incident Report Form shall be completed and a hardcopy or e-mail sent to Human Resources and Risk/EHS Manager within 5 days of incident occurring.
- Sections I and II of the Incident Reports Form shall be completed. Incident Report Form shall be signed and dated. Section III shall be completed by the manager/supervisor when a college employee is involved or by instructor when a college student is involved.
- Special Reporting OSHA Notification Requirements - All employers are required to report incidents resulting in one or more fatalities, and hospitalization of three or more persons in accordance with the State of Wisconsin requirements. Contact Risk/EHS Manager immediately if this occurs.

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### **THIRD PARTY INCIDENTS**

- Incident Report Form shall be completed within 24 hours of incident occurring.
- Sections I and II of the Incident Reports Form shall be completed. Incident Report Form shall be signed and dated. Section III shall be completed by the manager/supervisor when a college employee is involved or by instructor when a college student is involved.
- Incident Report Form shall be sent to Risk/EHS Manager via e-mail or hardcopy.
- Risk/EHS Manager shall review Incident Report Form and follow up when applicable.

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### **PROPERTY THEFT/DAMAGE**

Incident(s) involving property theft and/or damage shall be reported within 24 hours. This procedure does not address property theft/damage claims reports; however, Security Services and/or Risk/EHS Manager will investigate and/or follow up when applicable.

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### **INCIDENT INVESTIGATION**

An incident investigation is conducted to reduce the potential for future incidents and to increase awareness. The primary goal of the incident investigation is to determine the root cause(s) and to make recommendations to reduce and/or eliminate reoccurrence. Information which will be useful in conducting the incident investigation includes direct observations, photographs, data collection, and interviews. Incident investigation shall be done within the following guidelines:

- Conducted as soon as possible following notification of an incident(s).
- Manager/Supervisor/Instructor shall complete Section III of the Incident Notification Form and submit completed form to the Risk/EHS Manager.
- Risk/EHS Manager shall review Incident Report Form, and investigate and/or follow up when applicable.
- Manager/Supervisor/Instructor shall participate in incident investigation when applicable.
- Individual involved in incident shall participate in incident investigation when applicable.

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### **REFERENCES**

Please contact Risk/EHS Manager for more information.