

## Accident Reporting Policy

### 1. Accident Reporting Policy Statement

- The Department of Pathology shall follow applicable UMHS policies and procedures regarding reporting and investigating workplace accidents resulting in injury, illness, or near hits.

### 2. Accident Reporting Policy Purpose

- To provide the procedures to follow when accidents or near hits occur in the lab. This policy applies to UMHS employees, contractors and vendors. Investigating, reporting, and recording of accidents and near hits are essential in creating and maintaining a safe work environment.

### 3. Accident Reporting Policy Definitions

- **Accident** - An unplanned, undesirable event which disrupts work activity. For the purposes of this policy, an accident is defined as an event occurring in the workplace that results in employee, contractor or vendor injury or illness.
- **Illness** - Any abnormal condition or disorder caused by exposure to hazards associated with the work environment. It includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact.
- **Injury** - Any injury such as a cut, fracture, sprain, amputation, etc., which results from a work accident or from a single instantaneous exposure in the work environment or an injury that is the result of cumulative trauma. Conditions resulting from animal bites, such as insect or snake bites, and from one-time exposure to chemicals are also considered injuries.
- **Near Hit** - An incident which could reasonably have resulted in a serious injury or illness.
- **Serious Injury** - A full thickness burn, amputation, broken bone, temporary loss of function, loss of consciousness, or hospitalization.

### 4. Accident Reporting Procedure Actions

- Immediate Actions
  - Provide medical assistance if needed. Do not enter a hazardous area to perform rescue - summon help.
  - Secure the area or tag out the involved equipment to prevent further injuries. If a medical device is involved, follow the requirements of [UMHHC policy 05-02-006 Safe Medical Device Act Policy](#).

- Non-Emergency Medical Care
  - Medical assistance for non-emergency medical care is provided by Employee Health Service (EHS) if the injury or illness occurs during EHS business hours (M-F 7:30am -4:30pm, closed for lunch from 12:00pm – 1:00pm). Non-emergency injuries or illnesses outside these hours must be seen in the UH Emergency Department.
- Emergency Medical Care
  - If the accident or illness results in a medical emergency, dial 911 and have the employee transported to the nearest emergency room.
- Reporting
  - It is the responsibility of the supervisor to ensure proper and prompt reporting of injuries and illnesses. Injuries and illness resulting in medical care must be reported using the Work~Connections Injury or Illness Report Form located at <http://www.umich.edu/%7Econnect/forms.htm>.
  - Employees are required to complete the form while they are at EHS. EHS will fax the form to Work Connections. A copy is given to the employee. EHS informs the supervisor by e-mail detailing the medical findings. EHS also provides a copy of the report to Safety Management Services.
  - If medical care is provided in an emergency room or by another non-EHS facility, the employee must be seen in EHS as soon as possible. The report form will be completed at that time.
  - An accident that also causes injury to a patient must be reported to UMHS Risk Management.
  - An accident that also causes disruption of business, facility evacuation, canceling of patient services, or injury to a visitor must be reported to University Risk Management.
- Investigation
  - The supervisor or designee must conduct an investigation whenever an accident or a near hit occurs. At a minimum, the participants in the investigation process (hereafter called the Accident Investigation Team) must be the person(s) injured or ill from the accident and their supervisor(s). Safety Management Services will participate upon request or if they deem appropriate. Additional team members may also be included as needed.
  - Use the Work~Connections Injury or Illness Report Form to document the investigation results. Fax updated forms to Work~Connections at 734-936-1913 and Safety Management Services at 734-936-7644.

- Procedures in Case of Serious or Fatal Accident or Illness
  - Fatalities that occur at work (regardless of whether they are work-related) or work-related accidents that result in the hospitalization of three (3) or more employees must be reported immediately to the Hospital Safety Director by paging 734-936-6266, ID# 8669.
  - Investigation of all serious or fatal accidents shall begin immediately under the direction of the Safety Director. The accident scene must be secured immediately. No movement of material or equipment shall be made until directed by senior management. Ensure that conditions, equipment or material which could result in further injury are configured safely.
- Documentation
  - Pathology shall maintain a calendar year accident log ([Ex. 1](#)) of all work-related employee injuries, illnesses and near hits. Each log must be kept for 3 years and may then be discarded.

## **5. Accident Reporting Procedure Responsibilities**

- Employees, Students, or Volunteers
  - Reports work-related accidents, injuries, illnesses and near hits to their supervisor immediately.
  - Returns the copy of Injury or Illness Report received from EHS to the supervisor.
- Supervisor
  - Immediately reports an event resulting in death or hospitalization of 3 or more employees to the Safety Director.
  - Trains employees in UMHHC accident reporting procedures.
  - Organizes and leads accident and near hit investigations.
  - Updates the Injury or Illness Report after the investigation is complete and ensures it is faxed to Safety Management Services and Work Connections.
  - Ensures the Injury/Illness Log is up-to-date and accurate.
  - Notifies UMHHC Risk Management if accident or injury is to a patient.
  - Notifies U-M Risk Management if the accident caused disruption of business, evacuation, canceling of patient services, or injury to a visitor.
  - Ensure the Injury or Illness Report is completed and faxed or e-mailed to Work Connections if the employee was seen in the Emergency Department.

- Safety Management Services
  - Assists the supervisor in organizing and leading accident investigations, and participates in them when requested.
  - Assists supervisors in properly reporting all accidents, injuries and illnesses.
  - Notifies external departments or agencies as necessary.
- Employee Health Service
  - Ensures the initial Work Connections Injury or Illness Report is completed by the employee before leaving Employee Health.
  - Faxes the Injury or Illness Report to Work Connections.
  - Provides a copy of the Injury or Illness Report to the employee and to Safety Management Services.

Telephone numbers (area code = 734):

<b>Contact</b>	<b>Issue</b>	<b>Telephone</b>	<b>Pager</b>	<b>Fax</b>
Safety Management Services	Injured or ill employees	764-4427	936-6266, ID# 0119	936-7644
Safety Director	Fatality or hospitalization of 3 or more employees	936-3269	936-6266, ID# 8669	936-7644
UMHS Risk Management	Health care treatment or patient safety concern	763-5456	936-6266, ID# 1490	763-5300
University Risk Management	Injured visitor, UMHS property damage or business loss	764-2200		763-2043
U-M Work-Connections	Workers Compensation	615-0643 toll free 1-877-8695266		936-1913
Employee Health Service	Employee injuries or illnesses during regular business hours	764-8021		763-7405

**Exhibit:**

Accident log: <http://www.med.umich.edu/i/policies/umh/05-01-005%20Exh%201%202012.2006.pdf>

## References

UMHHC Policy 05-01-005 Accident Investigation and Reporting

<http://www.med.umich.edu/i/policies/umh/05-01-005.htm>

Medical Device policy:

<http://www.med.umich.edu/i/policies/umh/05-02-006.html>

Work~Connections forms page:

<http://www.umich.edu/~connect/forms.htm>

Employee Health Website:

<http://www.med.umich.edu/ehs/>

Work-related Injuries and Illnesses - Assessment and Treatment:

<http://www.med.umich.edu/ehs/services/work.htm>

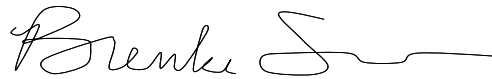
Approved by: \_\_\_\_\_



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Date: January 1, 2008

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Date: July 15, 2008