

**11.2.5 ACCIDENT REPORTING & INVESTIGATION PLAN**

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**PURPOSE:**

This Accident Reporting & Investigation Plan prescribes methods and practices for reporting and investigating accidents. No matter how conscientious the safety effort, accidents happen occasionally due to human or system error. Therefore, this written plan is intended to provide a means to deal with all workplace accidents in a standardized way and demonstrate Baylor University's ongoing efforts to reduce and eliminate workplace injuries and illnesses.

**SCOPE:**

Persons covered by this policy include all full or part time employees, students, or visitors.

**Administrative Duties**

Baylor University's Department of Risk Management is responsible for developing and maintaining this written **Accident Reporting & Investigation Plan**. It is their responsibility for all facets of the plan and has authority to make necessary decisions to ensure the success of this plan.

This written **Accident Reporting & Investigation Plan** is maintained in the office of the Department of Risk Management.

**Accident Reporting Procedures**

All work-related injuries, illnesses, incidents, accidents, sprains, or strains (no matter how slight) should be reported within 24 hours, via the "[Incident Report Form](#)". All non-work related injuries, illnesses, incidents, accidents, sprains, or strains (no matter how slight) should be reported via the "[Incident Report Form](#)". These forms may be obtained and submitted in various ways described below.

The procedures to follow in the event of an accident are as follows:

A. Seek immediate medical attention if necessary.

As with any accident, employee well-being is first priority. If immediate medical assistance is needed, request as soon as possible by calling 911 or 710-2222 (Baylor University Police Department).

B. Once appropriate medical attention has been provided (if necessary), the employee's supervisor and Risk Management will immediately be notified of the accident. The "Incident Report Form" should also be filled out and submitted at this time. This form may be submitted by the following means:

1. Electronically for work related incidents: [Incident Report Form](#); electronically for non-work related incidents: [Incident Report Form](#)
2. By fax to the Department of Risk Management at 710-6256
3. By campus mail to the Department of Risk Management at One Bear Place # 97371

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4. By phone to the Department of Risk Management at 710-7211
  5. The preferred means of submission is via the website mentioned above.
- C. A thorough investigation will be conducted (see section below).
- D. OHSS will evaluate the accident for reporting/recordkeeping requirements and follow up as required.
- E. The employee will be counseled on ways to prevent the accident from reoccurring.

**Accident Investigation Procedures**

Thorough accident investigations will help Baylor University determine why accidents occur, where they happen, and any trends that might be developing. Such identification is critical to preventing and controlling hazards and potential accidents. For all accident investigations, the Department of Risk Management will evaluate all circumstances surrounding the accident to identify any procedures, equipment, etc. that might be manipulated in order to provide a safer working environment and prevent reoccurrences. Any suggestions and/or changes made as a result of this investigation will be kept on file with the rest of the information regarding the initial accident.

**Recordkeeping**

In order to track growing trends of where and why accidents are occurring on campus, Risk Management will maintain all "Incident Report Form" forms and all other information pertaining to each accident on file in the office of the Department of Risk Management. These records will be reviewed at least annually for common injuries/illnesses, trends, and possible remedies.

**RESPONSIBILITY:****Employee Involvement and Training**

Each employee hired at Baylor University undergoes new employee training during the first week of employment. During this training, a presentation will be made by Risk. Part of this presentation explains the **Accident Reporting & Investigation Plan** and how each employee may access the "[Incident Report Form](#)".

Employees are also provided limited access to our injury and illness records in accordance with state and federal regulations. Copies of relevant records are provided by the next business day or other appropriate time frame to all employees, former employees, and representatives that request them. All initial copies are provided to requestors free of charge. Additional copies involve a reasonable charge.

Baylor University does not discriminate against employees for:

- A. reporting a work-related fatality, injury, or illness,

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- B. filing a safety and health complaint,
- C. asking for access to occupational injury and illness records, or
- D. exercising any rights afforded by the Occupational Safety & Health Act.

**Program Evaluation**

The **Accident Reporting & Investigation Plan** is evaluated and updated by Risk Management annually to determine whether the plan is being followed, and if further training is warranted.

Formulated:

Reviewed: 4/21/05

Revised: 1/17/13

[Signature on File] \_\_\_\_\_

Warren A. Ricks, CRM  
Chairman, Risk Management Committee  
Assistant Vice President and Chief Risk Management Officer

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Date

[Signature on File] \_\_\_\_\_

Charles D. Beckenhauer  
General Counsel

\_\_\_\_\_  
Date

[Signature on File] \_\_\_\_\_

Dr. Reagan Ramsower  
Vice President for Finance and Administration

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Date