

# Environmental Health and Safety Manual (EHS)

## EHS 115: Incident Reporting and Investigation

Effective: 3/1/2007

Revised: 11/1/2018

### Purpose

To require reporting of incidents, including accidents leading to employee injury or property loss, and to document incidents affecting the ASU Community and our guests.

To conduct a follow up investigation to determine potential root causes of an unwanted incident and implement corrective action to prevent recurrence, as appropriate.

To learn from any accident that occurs to ASU employees and implement preventive measures to prevent recurrence and to comply with applicable federal, state, and local regulations.

### Sources

*29 Code of Federal Regulations §§ 1910, 1926*

*Arizona State University Chemical Hygiene Plan*

### Applicability

This policy applies to all ASU employees, faculty, staff, and volunteers and to all work activities associated with employment at ASU.

For the purposes of this procedure an incident is defined as occurrence or event that interrupts normal procedures resulting in any of the following:

1. injury or illness to ASU employees, students, and visitors
  2. events that were likely to cause potential injury or illness to an ASU employee, student, or visitor (near miss)
- and
3. damage to ASU property in excess of \$500.

### Policy

All incidents resulting in an injury to an ASU employee, faculty, student, or visitor, or damage to ASU property in excess of \$500 must be reported to EHS within 24 hours. Each department manager will ensure that each incident is reported to EH&S. The results of any investigation and status of corrective action associated with the incident must be forwarded to EH&S for review and potential follow up.

### Procedures

All incidents are to be reported to EH&S using the [website](#) or by calling the EHS main phone number at 480/965–1823.

Each supervisor of an injured employee is to ensure completion of a Worker's Compensation Form Packet within 48 hours of being notified of the incident.

For injured employees, each supervisor is responsible for ensuring that an initial investigation is made of any reported employee injury or near miss for employees under their control and assisting EHS with identifying potential corrective action.

### **Cross-Reference**

For more information, see:

1. [EHS 403](#), "Chemical Release Emergency Response"
2. *Academic Affairs Manual*: [ACD 601-06](#), "Worker's Compensation"
3. the *Staff Personnel Policies and Procedures Manual*:
  - a. [SPP 504-02](#), "Worker's Compensation"
  - and
  - b. [SPP 801](#), "Employee Conduct and Work Rules"
- and
4. the *Police Department Policies and Procedures Manual*– [PDP 104-01](#), "Laboratory Emergencies."