

**PHYSICAL PLANT**  
**OPERATING POLICY AND PROCEDURE**

**PP/OP 02.19: Incident Reporting**

**DATE: February 18, 2010**

**PURPOSE**

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to establish the department policy for incident reporting and provide guidance and procedures in order to inform all personnel of the required and appropriate reporting process.

**REVIEW**

This PP/OP will be reviewed in August of each odd numbered year (ONY) by the associate director for business office and material resources – Physical Plant and recommendations forwarded to the managing director – Physical Plant.

**POLICY/PROCEDURES**

1. General Policy

All incidents experienced by all Physical Plant personnel will be reported to the safety coordinator. The required paperwork will be processed by and/or through the safety coordinator.

2. Definitions

- a. Personal Injury Incident: Any minor personal injury which requires minimal or no first aid nor involves lost work time.
- b. Supervisor: An employee's immediate supervisor, unit supervisor, foreman, or general supervisor.
- c. Superintendent/Manager: Person responsible for supervising and/or directing a group of foremen/supervisors.
- d. Director: Either a section head, director, or associate director.

3. Accountability

- a. The managing director – Physical Plant is responsible for enforcing compliance and reviewing this PP/OP.

- b. Each director is responsible for ensuring that all personnel in his/her section report personal incidents as established in this procedure and that the *Incident Report Form* (Attachment A) is processed appropriately.
- c. The safety coordinator is responsible for:
  - (1) Assisting employee(s) in completing the *Incident Report Form* (Attachment A).
  - (2) Maintaining a current file of all Physical Plant personal injury incidents.
  - (3) Forwarding a copy of the *Incident Report Form* to the Department of Environmental Health and Safety.
- d. All supervisors are responsible for ensuring employee(s) complete the *Incident Report Form* (Attachment A) and taking action to prevent recurrence. The completed form should be forwarded to the safety coordinator immediately.

Custodial supervisors will report incidents directly to the custodial manager. The completed *Incident Report Form* will be forwarded to the safety coordinator immediately.

- e. The affected employee is responsible for providing full cooperation to management in order to complete required reporting forms in the time frame prescribed.

#### 4. Reporting Procedures - Incidents

- a. Employees must notify their supervisor of all incidents and complete the *Incident Report Form* as soon as possible after the incident occurs.
- b. Employees/Supervisors will complete the *Incident Report Form* (Attachment A) and sign where applicable.
- c. Supervisors will take action to prevent recurrence, document these actions on the report form and forward the completed form to the safety coordinator within one (1) work day.

Custodial supervisors will forward the completed form to the custodial manager who will forward it to the safety coordinator within one (1) work day.

- d. The safety coordinator will forward a copy of the completed incident form to the Department of Environmental Health and Safety. The original incident form will be held on file in the Safety Office and will not be recorded in the accident statistics unless the employee involved seeks medical attention at a later date or starts losing work time. If either situation occurs, the safety coordinator should be notified immediately. The incident will be upgraded to a personal injury accident (see PP/OP 02.02) and appropriate paperwork processed.

**RESPONSIBILITIES**

<u>Position</u>	<u>Section</u>	<u>Month</u>
Review (ONY) Associate Director for Business Office and Material Resources		August

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Managing Director for Physical Plant