



### **1. Purpose**

This procedure describes how Kennesaw State University (KSU or the University) handles reporting, investigating, and monitoring of environmental and occupational safety (EOS) incidents.

### **2. Scope**

This procedure covers all faculty, staff, students, contractors, and other personnel at KSU or under the management or control of KSU. The procedure applies to work-related incidents and hazards, including:

- Incidents resulting in injury or illness
- Near-miss incident with no injuries
- Incidents resulting in environmental damage
- Incidents resulting in property damage

### **3. Definitions and Terms**

- **Incident** – Any unplanned event resulting in, or having a potential for injury, ill health, damage, or other loss.
- **Illness** – Any work-related illness.
- **Hazard** – A source or a situation with a potential for harm in terms of human injury or ill- health, damage to property, damage to the environment, or a combination of these.
- **Environmental damage** – An event that causes harm to the environment through the generation and release of environmental contaminants.
- **Near miss** – An event that could have resulted in human injury or damage to property, process, or the environment, but did not.
- **Serious incident** – Incidents that involve significant human harm or fatality, results in release of hazardous substances which causes harm to the environment or require notification to a regulator.

### **4. Responsibilities**

#### **A. KSU Employees**

- Promptly report an actual or potential incident or accident to his or her immediate supervisor and complete the necessary form(s).
- Comply with the accident reporting procedures including participating in incident investigation as requested.

## **B. Contractors**

Contractors must take all steps necessary to protect the safety and health of KSU's students, employees, and visitors during the performance of their work. They must ensure that all incidents or injuries relating to the job are promptly investigated.

## **C. Managers, Supervisors, and Principal Investigators**

- Review employee injury or illness reports no later than 24 hrs. after the incident occurred.
- Preserve all evidence that may be useful in an investigation.
- Ensure investigation is conducted to determine the cause(s) of the incident and communicate the findings to the Environmental Health and Safety (EHS) Department.
- Ensure appropriate corrective measures have been implemented to address identified hazards to eliminate or reduce the risk of a similar incident occurring in the future.
- Train all employees in the accident reporting procedures.

## **D. Human Resources Department**

- Manage the Workers Compensation process for injury and illness involving KSU employees including managing the Return-to-Work program.
- Promptly report incidents to Georgia Department of Administrative Services (DOAS).

## **E. Legal Affairs**

Provide legal guidance on handling of EOS related incidents.

## **F. Department of Public Safety**

- Respond to emergency situations.
- Assist in the control and mitigation of hazards.
- Oversee the Kennesaw State Emergency Preparedness and Response System.
- Manage the Crisis Coordinator First Responder Program.

## **G. Environmental Health and Safety Department**

- Provide support and assistance to departments in the investigation of incidents.
- Ensure the investigation of accidents or incidents involving significant human harm, fatality, release of hazardous material, or significant damage to the environment.
- Review all incident investigation reports and ensure that appropriate hazard control measures have been identified.
- Track and document corrective actions to ensure timely follow-up and completion.
- Escalate issues when necessary.
- In conjunction with Risk Management Department, review and analyze incident investigation reports to assess for trends and monitor effectiveness of control measures.
- Review and revise procedures and forms, as necessary.

## **H. Risk Management (RM)**

- Participate in investigation of incidents and manage the claims process to ensure claims associated with incidents are appropriately resolved and in the best interest of the university.

- Participate in the review and analysis of incidents and evaluate the impact of the incidents to the University, employees, students, or the public.

## 5. Procedure

### A. Initial General Response

For incidents involving a fire, medical emergency, hazardous material spill or other types of emergencies, call KSU's emergency number 470-578-6666 or extension 6666 or for the Marietta campus 678-915-5555 or extension 5555, or 9-1-1 immediately.

For hazardous material spills or fire within a building, cease all operations in the affected area, alert area and building occupants, and evacuate the area if necessary.

Whenever safe and necessary to do so, take immediate appropriate actions to safeguard the site to prevent further incidents and if possible, provide aid to any injured people. Avoid further disturbance of the site until it is confirmed that the incident does not require further investigation and a Public Safety or EHS officer has authorized the disturbance.

### B. Incident Reporting

All incidents are reported using KSU's quality management system, EtQ Reliance. All KSU employees and contractors should report, as soon as possible, any of the following that occurs on campus, at a university-controlled workplace, or while engaged in any University sanctioned activity:

- Incidents resulting in injury or illness
- Near-miss incident with no injuries
- Incidents resulting in environmental damage
- Incidents resulting in property damage

All non-serious incidents must be reported within 24 hours of becoming aware of the incident, injury, or illness.

#### 1. Incidents with Injury or illness

Incidents resulting in an injury or illness are reported in accordance with this procedure.

An employee is required to report all injuries or illnesses to their supervisor or the supervisor's designee immediately (but no later than 24 hours). This notification is made by the employee by promptly completing the [Incident and Injury or Illness Form](#) in EtQ Reliance. At a maximum, employees must complete this report within 24 hours of the injury or illness. Upon receipt of an incident report, the supervisor:

- Documents immediate actions taken to assist any persons injured during the incident.
- Takes any immediate actions necessary to prevent further injuries or illnesses (e.g. clean up spills, isolate the area).

#### 2. Incidents or near misses with no injuries

Incidents or near misses which do not result in an injury or illness are reported in accordance with this procedure.

- An employee reports the incident to his or her supervisor or the supervisor's designee

immediately as soon as possible but no later than 72 hours.

- Employee makes notification by completing the [Incident and Injury or Illness Form in EtQ Reliance](#).

### 3. Environmental Incidents

Incidents involving a hazardous material or chemical spill are to be reported in accordance with chemical or hazardous substance spill response procedure.

Incidents involving an oil spill are reported in accordance with the KSU Spill Prevention, Control, and Countermeasure Plan (SPCC).

## C. Incident Investigation

After the supervisor receives a report of an incident, near miss, illness, or injury the supervisor ensures that a formal incident investigation is carried out.

Incident investigations commences within a reasonable time after the supervisor is informed of the incident, near miss, illness, or injury and within 72 hours. If necessary, the supervisor establishes an incident investigation team, which may include:

- The supervisor or manager as the team leader.
- Persons involved in the incident and witnesses.
- Representative from the EHS Department and Risk Management.
- Other knowledgeable persons.

For accidents or incidents involving significant human harm, fatality, release of hazardous material or significant damage to the environment, the EHS Department establishes a team to investigate the incident and determine the root cause(s).

### 1. Conducting Investigations

Investigations are conducted to identify:

- Unsafe working conditions (environment) including any unsafe work practices (behaviors) that contributed to the occurrence of the incident.
- Management system deficiencies (absence or failure of the process to adequately control unsafe practices or conditions) that led to behavioral or environmental causes.
- The incident investigation establishes the facts, including circumstances leading up to the incident, what happened during and after the incident, and gathers, considers, and documents information including:
  - Exact time and date of the incident and other time factors.
  - Person(s) involved.
  - Associated hazards.
  - Existing hazard controls and their effectiveness.
  - Materials, equipment, chemicals, and substances involved.
  - Exact location and environmental conditions e.g., lighting, weather, ventilation, and floor conditions.
  - Discussions with persons involved and recording statements from witnesses.
  - Sequence of events including before, during, and after the incident.

- The investigation is documented in EtQ Reliance on the University's Incident Investigation Report form.
- The investigation recommends corrective actions to eliminate or reduce the risk of a similar incident occurring in the future. These corrective actions are recorded on the Corrective Action (CAPA) form in EtQ Reliance.
- Statements from witnesses should be recorded on the Incident Witness Statement Form in EtQ Reliance.

#### **D. Corrective Action Items**

Supervisors must ensure appropriate corrective actions are implemented, or that the recommended corrective actions are escalated to a person with the responsibility for its implementation.

The supervisor also monitors progress on implementing corrective actions and documents when implementation is finalized.

#### **E. Review of Investigation Reports**

The EHS Department reviews and analyzes incident investigation reports to look for trends and monitor the effectiveness of the implementation of control measures. EHS present a summary of incident investigations to the University Safety Council during the annual review.

### **6. Recordkeeping**

The EHS Department maintains record of all reports in accordance with record retention period specified by the Board of Regents (BOR).