



6001 University Boulevard  
Moon Township, Pennsylvania 15108

*Safety Policy Manual – Section 1.0*

*Policy No. SM 1.1*

**“INCIDENT INVESTIGATION AND  
REPORTING”**

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## POLICIES AND PROCEDURES

Department: Safety  
Section: Safety Management – Section 1. 0

Title: Incident Investigation & Reporting  
Number: SM 1.1

### I. Purpose:

This policy has been established to direct RMU departments and employees through the process of reporting, investigating and documenting injuries, illnesses and/or damage, failures & similar incidents related to property/equipment within the campus community. Additionally, it provides a process for gathering information and statistical data, which can be used to measure the success of accident prevention programs and subsequently help identify opportunities for improvement.

### II. General:

- A. This policy provides an effective means for recording work related incidents and monitoring the effectiveness of prevention measures.
- B. Recording or reporting a work-related injury, illness or fatality does not mean the employer or employee was at fault or that an employee is eligible for workers' compensation benefits.
- C. This policy also provides general reporting information/criteria related to other incidents including, students, visitors, property and incidents at the Island Sports Center.

### III. Definitions:

- A. Accident / Incident = Any undesired or unplanned event which results in physical injury or damage of property, or the possibility of such injury or damage. Accidents do not necessarily result in injuries.
- B. Near Miss = An event which did **not** result in injury or damage but had the potential to do so.
- C. Work Related = An injury, illness or similar incident is considered to be work related if it results from an event or exposure in the work environment.

### IV. Procedures:

#### A. Incident Reporting:

Within this section, RMU has identified four (4) broad accident/incident categories including, employee injuries/illness, student related injuries/illness, visitor incidents, and equipment/property related failures or damage. **All incidents must be reported immediately (no later than within 24 hours or one business day) to your supervisor/manager and the appropriate university administrator as detailed below:**

- a. **Employee Injuries/Illness**: After handling all medical emergencies and necessary care, any “work related” injury or illness must be reported **immediately** to the person(s) and/or department(s) listed below. An employee injury/illness applies to all faculty, staff and students employed by the university.

#### i. Reporting Process:

1. Moon Campus - In the event that the injury/illness is emergent in nature and requires immediate medical attention, **contact RMU Police at 412-397- 2424.**



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2. Island Sports Center and other locations outside the Moon Campus - In the event that the injury/illness is emergent in nature and requires immediate medical attention, **contact the local Emergency Services at 911**. Subsequently, RMU's Police Department must be contacted at **(412) 397-2424**.
  3. Personnel shall report an incident to the employee's immediate supervisor/manager.
  4. Department supervisor/manager shall report the incident immediately and within 24 hours (or 1 business day) to **RMU's Human Resources Department at (412) 397-6270**.
  5. Human Resources will report to Insurance Provider (as appropriate).
- ii. Completion & Submission of Incident Report Form(s):
1. The employee's immediate supervisor/manager shall be responsible for conducting an incident investigation and completing the attached **Employee Report of Injury/Incident**: The form can be found on the Safety page of RMU's web site at [www.rmu.edu/safety](http://www.rmu.edu/safety).
  2. The Employee Report of Injury/Incident Form must be routed to:
    - a. Please send completed form to Laura Todd, Human Resources by interoffice mail or email [toddl@rmu.edu](mailto:toddl@rmu.edu) or deliver in person within 24 hours of incident occurring.
- b. **Student Injuries/Illness**: Student Health Services, which is located at Jefferson Center, is available to support students who may suffer an injury or illness. Additionally, departments such as Athletics, Nursing, and similar functions may provide support to student related injuries/incidents. In all cases, the following reporting process shall be followed:
- i. Reporting Process:
1. Moon Campus - In the event that the injury/illness is emergent in nature and requires immediate medical attention, **contact RMU Police at 412-397- 2424**.
  2. Island Sports Center and other locations outside the Moon Campus - In the event that the injury/illness is emergent in nature and requires immediate medical attention, **contact the local Emergency Services at 911**. Subsequently, RMU's Police Department must be contacted at (412) 397-2424.
  3. The general student population may report an injury or illness to Student Health Services. Students participating in Athletic programs, Nursing classes or similar university functions should report an injury/incident to their respective coach (athletic trainer), class instructor or program administrator.
  4. RMU Police and all RMU administrators receiving notice of a student related injury/incident shall report the incident immediately and within 24 hours to **RMU Business Operations at bogats@rmu.edu**.
  5. RMU Business Operations will notify Insurance Provider (as appropriate).
- ii. Completion and Submission of Incident Report Form(s):



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1. The supervisor/manager of a department receiving notice of a student related incident shall be responsible for conducting an incident investigation and completing & submitting the attached **Student Incident/Injury Report Form**: The form can be found on the Safety page of RMU's web site at [www.rmu.edu/safety](http://www.rmu.edu/safety).
  2. The Student Incident/Injury Report Form must be routed to:
    - a. Please complete form within 24 hours of incident occurring. Form can be submitted electronically to Dean of Students Office ([studentlife@rmu.edu](mailto:studentlife@rmu.edu)) or by printing and submitting in-person, or inter-office mail.
- c. **Visitor Incidents/Injuries**: The department who is administering/overseeing the activity, function or similar event shall be responsible for initiating any immediate medical response and subsequent reporting of visitor related incidents, as follows:
- i. Reporting Process:
    1. **Moon Campus** - In the event that the injury/illness is emergent in nature and requires immediate medical attention, **contact RMU Police at 412-397- 2424**.
    2. **Island Sports Center and other locations outside the Moon Campus** - In the event that the injury/illness is emergent in nature and requires immediate medical attention, **contact the local Emergency Services at 911**. Subsequently, RMU's Police Department must be contacted at (412) 397-2424.
    3. RMU Police and all RMU administrators receiving notice of a visitor injury/incident shall report the incident immediately and within 24 hours (or 1 business day) **to RMU Business Operations at [bogats@rmu.edu](mailto:bogats@rmu.edu)**.
    4. RMU Business Operations will notify Insurance Provider (as appropriate).
  - ii. Completion and Submission of Incident Report Form(s):
    1. The supervisor/manager of a department receiving notice of a visitor incident shall be responsible for conducting an incident investigation and completing the attached **Visitor Injury/Incident Report Form**: The form can be found on the Safety page of RMU's web site at [www.rmu.edu/safety](http://www.rmu.edu/safety).
    2. The Visitor Injury/Incident Report Form must be routed to:
      - a. Please complete form within 24hours of incident occurring. Form can be submitted online or can be printed and submitted to Tim Kirsch ([kirsch@rmu.edu](mailto:kirsch@rmu.edu)) in Safety Services in-person,by email or inter-office mail.
- b. **Incidents involving failures, damage or similar issues related to equipment, facilities, and or property**: Initial response to incidents of this nature will be administered by the department in which the incident occurred.
- i. Reporting Process:
    1. All incidents shall be reported to the department supervisor/manager.



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2. The department shall report the incident to **RMU Police at 412-397-2424**.
  3. RMU Police and all RMU administrators receiving notice of an incident of this nature shall contact:
    - a. **RMU Business Operations (412-397-6295)** within 24 hours to report the incident.
    - b. **RMU Facilities Management at 412-397-4343**. (In cases where there is damage and necessary repairs to RMU facilities, equipment or property - which is not owned / maintained by the subject department or individual).
    - c. Other department managers as deemed necessary.
  4. RMU Business Operations will notify Insurance Provider (as appropriate).
- ii. Completion and Submission of Incident Report Form(s):
1. RMU Police will complete a Police Incident Report to document the details of the incident.
  2. The supervisor/manager of a department receiving notice of this type of incident shall be responsible for conducting an incident investigation.
  3. The Police Incident Report must be routed to:
    - a. RMU's – Business Operations.
    - b. RMU's - Environmental, Health & Safety Department
    - c. RMU – Facilities Management (as appropriate)
    - d. Others (as deemed necessary)

### **B. Incident Investigation:**

1. An important part of the Incident Investigation and Reporting Process is the completion of a detailed incident investigation. There are many benefits, but some of the key reasons for why we investigate include:
  - a) Determine the real or root cause of an accident.
  - b) It is a fact finding not fault finding process.
  - c) Elimination of unsafe acts or conditions.
  - d) Preventing reoccurrence.
2. Other benefits to performing investigations include:
  - a) Helps to identify weaknesses in a program (safety program).



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- b) Helps to identify hazards.
  - c) Demonstrates that injuries or accidents are not the norm.
  - d) Demonstrates that accidents are a serious matter.
  - e) Reduces the potential for future incidents.
- 3. When conducting an accident investigation, you should remember several critical aspects to the investigation process:
  - a) Who Should Conduct the Investigation?**
    - (1) The employee's or department's supervisor / manager.
  - b) Why Investigate?**
    - (1) To discover or determine the root cause(s).
    - (2) To eliminate the cause and prevent reoccurrence.
  - c) When to Investigate?**
    - (1) Immediately following an accident.
    - (2) Before there is an opportunity for persons to talk and influence others.
    - (3) While physical conditions are unchanged.
    - (4) Before possible excuses or second thoughts come into mind.
  - d) Where the Investigation Should Take Place?**
    - (1) At the site of the accident/incident
- 4. All incidents should be conducted by the department supervisor/manager. The Supervisor may call on additional personnel and resources to complete the investigation as necessary.
- 5. Cover every conceivable aspect of the accident or injured party's actions. The attached incident report form shall be used to document all incidents. All applicable sections of the form must be completed in detail.
- 6. Every effort shall be made to identify the root cause and corrective action for all incidents.
- C. Maintaining Records:
  - 1. All employee related incident investigation and reporting forms will be sent to the Human Resources Department and Safety Services Department. Forms can be printed and completed or submitted electronically.



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- 2. Incident reports related to students, visitors, property and the Island Sports Center will also be maintained and monitored by the appropriate administrator (Business Operations, Student Health, Athletics, Residence Life, ISC Operations or other department as appropriate).
3. Human Resources shall be responsible for completing, updating and posting (when required) RMU's Injury/Illness log.
4. Workers Compensation reports/ records will be completed by Human Resources.

V. Documentation and Recordkeeping:

Incident reports/data will be reviewed by the Safety Management Subcommittee during subcommittee meetings. The subcommittee will review this information as part of the Universities effort to monitor performance and identify opportunities for improvement.

The Safety Management Subcommittee shall report accident/injury data to the University Safety Committee.

VI. Signatures:

Mary Ann Rafoth Date
Provost & Senior Vice President, Academic Affairs

Jeff Listwak Date
Senior Vice President, Business Affairs

Implementation Date: June, 2006

Last Reviewed/Revised: December 2020

- Attachment A: Employee Incident Form
Attachment B: Student Incident Form
Attachment C: Visitor Incident Form