

SAFETY

TIP OF THE MONTH

Incident Investigation

Proper reporting of incidents, such as an injury that occurred at work is an important part of the RMU Safety process. Our goal is to minimize and/or prevent these incidents all-together. However, if an incident does occur, an investigation must be conducted and an incident investigation & report form documenting the incident must be completed. Each incident with the information provided is reviewed by the Safety Management Subcommittee during the monthly Safety Committee meeting. The committee discusses corrective actions, analyze data for possible trends, and opportunities for improvement – which is part of the process to monitor and provide a safe work environment.

Attached is a copy of RMU's Incident Investigation and Reporting Policy and Report Form. The policy and report form can also be found on the Safety at RMU web page at www.rmu.edu/safety.

Your awareness and continued support of this process is greatly appreciated.

What to Report

- * Employee injury/illness
- * Visitor Incidents
- * Student related injury/illness
- * Equipment/Property related failures or damage
- * Near Miss-An event which did not result in injury or damage, but had the potential to do so.

If you are injured at work...

ONE If on campus and injury/illness is emergent in nature notify RMU Public Safety at 397-2424 immediately ! If injury/illness occurs at Island Sports Center or other outside location and injury/illness is emergent in nature contact local emergency services at 911!

TWO Notify your supervisor and Human Resources at 397-6274 immediately!

THREE Complete Incident Investigation & Report Form within 24hrs of Incident occurring!



ROBERT MORRIS UNIVERSITY™

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