**Accident Investigation and Follow Up**

*Effective: July 2025*

### Purpose

The purpose of this policy is to establish a systematic procedure for investigating and following up on accidents occurring on campus. The goal is to ensure the safety and well-being of students, staff, faculty, and visitors, identify root causes, prevent recurrence, and comply with all applicable legal and regulatory requirements.

### scope

This policy applies to all accidents and near-miss incidents that occur on any property owned, leased, or operated by Pierpont Community and Technical College (PCTC), involving students, employees, contractors, or visitors.

**1. Definitions**

* **Accident**: An unplanned event that results in injury, illness, or property damage.
* **Near Miss**: An incident that did not result in injury or damage but had the potential to do so.
* **Investigator**: A designated individual trained in accident investigation, typically a Safety Manager or Human Resources representative.

**2. Responsibilities**

* **Employees and Students**: Must report all accidents or near misses immediately to their supervisor, instructor, or campus security.
* **Supervisors and Faculty**: Ensure timely reporting and cooperate in the investigation process.
* **Campus Safety Office:** Lead the investigation, maintain records, and coordinate corrective actions.
* **Human Resources**: Manage employee injury claims and coordinate with workers’ compensation providers.
* **Facilities Management**: Assist in hazard mitigation and repairs if the accident involves infrastructure.

**3. Reporting Procedure**

1. **Immediate Action**
	* Ensure the injured person receives prompt medical attention.
	* Notify Campus Security or call 911 if the incident is life-threatening.
	* Secure the scene to preserve evidence and prevent further injury.
2. **Incident Reporting**
	* Complete and submit the Accident/Near-Miss Report Form within 24 hours of the incident.
	* Report forms are available on the PCTC’s portal.
3. **Anonymous Reporting:**
	* Reports may be submitted anonymously, although contact information is encouraged to allow follow-up if needed.
4. **Information to Include:**
	* Description of the hazard
	* Exact location
	* Date and time observed.
	* Any actions already taken (if any)

**4. Investigation and Follow-Up**

1. **Initiation**
	* The Safety Manager will initiate the investigation within 48 hours of the reported incident.
2. **Fact-Finding**
	* Interview witnesses and involved parties.
	* Examine the accident scene and collect physical evidence.
	* Review equipment, training records, procedures, and any applicable video footage.
3. **Root Cause Analysis**
	* Identify both immediate and underlying causes using recognized methodologies (e.g., the “5 Whys,” fishbone diagrams).
4. **Corrective Actions**
	* Recommend changes to procedures, training, equipment, or environment.
	* Assign responsibility and deadlines for implementation.
5. **Documentation**
	* Maintain detailed investigation reports in accordance with OSHA guidelines and college recordkeeping policies.
	* Reports may be shared with legal counsel, insurers, or regulatory agencies as required.

**5. Follow-Up**

* **Action Verification**: Confirm that all recommended corrective actions have been completed within the specified timeframe.
* **Review Meetings**: Hold review meetings for serious incidents involving stakeholders.

**6. Non-Retaliation**

All investigations will be conducted confidentially to the extent possible. Retaliation against anyone who reports an accident or participates in an investigation is strictly prohibited and may result in disciplinary action.

**7. Compliance**

Failure to comply with this policy may result in disciplinary action up to and including termination (for employees) or expulsion (for students), and potential legal consequences.

**8. Policy Review**

This policy will be reviewed annually and updated as necessary to reflect changes in procedures, contact information, or regulatory requirements.