

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Incident Reporting		SOP #: FHS.006.04
Effective Date	2019-10-10	
Last Revision/Review	2025-10-17	

1. Purpose

Employees and students must ensure that all accidents/incidents, including safety hazards/violations and health hazards/violations, regardless of severity, are reported. Incident reporting applies to all accidents/ incidents involving College employees, contractors, students and visitors, which result in, or have the potential to have resulted in, personal injury, illness, damage of College property, or the damage of private property while on College property. An Incident Report is required for any accidents/incidents, including safety hazards/violations and health hazards/violations, while participating in College sponsored activities.

2. Related Policy/Authority

Policy B4010 Security and Public Safety

Employee Handbook/Student Handbook

Student Clerkship Manual

Incident Report Form

3. Faculty/Staff Responsibilities

Office of Institutional Effectiveness, Safety Manager, Facilities Office, Security, Office of Human Resources, Office of Student Affairs, Director of Operations

4. Definitions/Abbreviations

Building Operations & Safety Manager (BOSM)

Local Campus Safety Coordinator (LCSC) – This is the BOSM for facilities in Las Cruces (NM) or the Director of Operations for Melbourne (FL) Facilities.

5. Procedural Steps

1. Follow safe work practices and abide by all College safety policies and procedures.
2. When accidents/incidents requiring immediate medical attention occur on campus, 911 should be called immediately, followed by a call to College Security and/or the LCSC who will secure the accident / incident scene.
3. No member, staff or student, at the College is expected to provide or assess emergency care, nor should they be asked by a member/staff/student of the College to provide or assess emergency care.
4. The College has first aid kits located on each floor of all campus buildings. First aid kits are NOT intended to replace professional Emergency Medical Services (EMS). These kits are intended to allow persons to treat themselves for minor medical incidents.
5. Promptly report any conditions considered unsafe to a supervisor or the LCSC, .

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6. Promptly report any accidents/incidents to the appropriate college official (e.g. Supervisor, Office of Student Affairs, Security, , LCSC).
7. For Employees:
 - a. All incidents must be reported using the Incident Report form on the College website (<https://burrell.edu/incident-report/>) as soon as possible, but no later than 24 hours following the accident/ incident. It is extremely important to also report accidents/incidents to your immediate supervisor so that the College will be able to file the appropriate paperwork. Failure to report an occupational accident/incident may result in denial of benefits under worker compensation laws.
 - b. The employee's immediate supervisor is responsible for assisting in reporting the accident/incident to the Office of Human Resources. This may include having College personnel responding to the event file the report. The incident report is received by the BOSM who routes it to the Office of Human Resources.
 - c. The Office of Human Resources will:
 - i. Assist the employee in obtaining prompt medical treatment if needed.
 - ii. Comply with state Compensation guidelines. Additional Worker's Compensation Forms may need to be completed including the First Report of Injury Form.
 - iii. Ensure proper employee involvement in occupational accident/incident investigations in an attempt to get their input into the cause and corrective actions.
 - d. Submitted Incident Reports are routed to the BOSM. Employee accidents/incidents will be investigated at the discretion of the College.
8. For Students:
 - a. All incidents must immediately be reported using the Incident Report form on the College's website (<https://burrell.edu/incident-report/>) . Students must also report an accident/incident as soon as possible to the Office of Student Affairs by the student and/or by College personnel responding to the event. Third- and fourth-year students reporting needle sticks or other incidents on rotation shall fill out the online Incident Report form and follow the procedures in the Student Clerkship manual. Student accidents/incidents will be investigated at the discretion of the College.
 - b. Submitted Incident Reports are routed to the BOSM. Student accidents/incidents will be investigated at the discretion of the College.
9. For Visitors to the campus:
 - a. Non-occupational accidents/incidents occurring on the College property should be reported as soon as possible by College personnel responding to the event (i.e. Supervisor responsible for the area where the accident/incident occurred, campus security, the host responsible for the visitor, etc.). All accidents/incidents must be reported using the Incident Report form.
 - b. Submitted Incident Reports are routed to the BOSM. Visitor accidents/incidents will be investigated at the discretion of the College.
10. For Contractors:
 - a. Accidents/incidents involving a contractor employee should be reported to the College's representative managing the contractor using the Incident Report Form or the

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contractor's reporting form. Copies of the report should be sent to the BOSM.

Investigations into contractor accidents/incidents will be conducted at the discretion of the representative managing the contractor or the BOSM.

11. The BOSM is responsible for:

- a. Maintaining a log of accidents/ incidents according to OSHA guidelines and regulations.
- b. Report all accidents/incidents that result in fatality or hospitalization of three or more employees, to the appropriate state occupational health office within 8 hours of the incident.
- c. Reviewing Incident Reports for root causes of the accident/incident, and appropriateness of recommended preventive and/or corrective actions.
- d. Reviewing and analyzing accident/incident statistics for trends/patterns and making recommendations to administration, which may include the Board of Trustees, on corrective programs or procedures.
- e. Ensuring all employees and students are educated on corrective actions, as appropriate.
- f. Ensuring that the Finance Office is notified of incidents for general liability insurance incident reporting.

12. When an investigation is deemed appropriate, the Department Head of Operations and/or the BSOM will create an ad hoc task force to conduct the investigation. The task force may include the following individuals and others as appropriate: the BSOM, the supervisor or college representative responsible for the area or event in which the accident/incident occurred, and other appropriate individuals who have knowledge of the activity, area or other circumstances of the accident/incident. The task force will make a recommendation of correcting unsafe conditions or actions that contributed to the accident/incident as appropriate (ie. Issuing a work order, direct action of a supervisor).

13. The LCSC will ensure that emergency equipment (i.e., Fire extinguisher, spill cleanup, etc.) used in the accident/incident is replaced or returned to normal operating condition.

6. Reports/Charts/Forms/Attachments/Cross References

SA.020 CARE Team

Employee Assistance Program

7. Maintenance

8. Signature

Approved by

Department Head of Operations

2025-10-17

Date

9. Distribution List

Internal/External

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
2023-05-01	5	Updated titles, added general liability insurance reporting		
2023-05-08	All	Updated information on first aid kits available. Added information about responding to an accident/incident		2023-05-08
2024-11-08	1, 5	Added information that accidents/incidents include safety hazards/violations and health hazards/violations. Item 7b, clarified that the person reporting could be a witness to the accident/incident. Updated naming abbreviation from FAC to FHS to represent Facilities, Health and Safety.		2024-11-08
2025-10-17	3, 4, 5	Updated to reflect changes in titles from EHSO to BSOM, and to provide uniform guidance for NM and FL based campuses.		2025-10-17