

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Incident Reporting		SOP #: FAC.006.01
Effective Date	10/10/19	
Last Revision/Review	Reviewed 2021-12-01	

1. Purpose

Employees and students must ensure that all accidents/incidents, regardless of severity, are reported. Incident reporting applies to all accidents and incidents involving College employees, contractors, students and visitors, which result in, or has 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 or incidents on or in College facilities.

2. Related Policy/Authority

Policy B4010 Security and Public Safety

Employee Handbook/Student Handbook

Student Clerkship Manual

Incident Report Form

3. Faculty/Staff Responsibilities

Compliance Office, Facilities Office, Security, Office of Human Resources, Office of Student Affairs

4. Definitions/Abbreviations

5. Procedural Steps

1. Follow safe work practices and abiding 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 Facility Operations Coordinator who will secure the accident scene. When accidents requiring routine first aid occur on campus, Security and/or the Facility Operations Coordinator should be notified and they will assess the situation for further medical help as needed.
3. Promptly report any conditions considered unsafe to a supervisor, the Facilities Operations Coordinator and/or the Compliance Officer.
4. Promptly report any accidents or incidents to the appropriate college official (e.g. Supervisor, Office of Student Affairs, Security, Facilities Operations Coordinator, Compliance Officer).
5. For Employees:
 - a. It is extremely important to 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 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.
 - c. The Office of Human Resources will:
 - i. Assist the employee in obtaining prompt medical treatment if needed.

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- ii. Report occupational accidents/incidents to the Compliance Officer as soon as possible, but no later than 24 hours following the accident or incident. Accidents and incidents must be reported using the Incident Report Form.
 - iii. Comply with New Mexico Worker's Compensation guidelines. Additional Worker's Compensation Forms may need to be completed including the First Report of Injury Form.
 1. Note: in the case of accidents that result in a fatality or the hospitalization of 3 or more employees, the report must be submitted IMMEDIATELY. The college is required to report any such incidents to the local Occupational Safety and Health Administration (OSHA) office within 8 hours of the incident.
 - iv. The Director of Human Resources will ensure proper employee involvement in occupational accident investigations in an attempt to get their input into the cause and corrective actions.
6. For Students:
- a. Students must report an accident or incident as soon as possible to the Office of Student Affairs by the student and/or by College personnel responding to the event. 3rd and 4th year students reporting needle sticks or other incidents on rotation shall follow the procedures in the Student Clerkship manual. All incidents must be reported using the Incident Report form. Student accidents/incidents will be investigated at the discretion of the College.
 - b. Copies of Incident Reports must be forwarded to the Office of Compliance. Visitor accidents will be investigated at the discretion of the College.
7. For Visitors to the campus:
- a. Non-occupational accidents 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 occurred, campus security, the host responsible for the visitor, etc.). All accidents must be reported using the Incident Report form.
 - b. Copies of incident reports must be forwarded to the Office of Compliance. Visitor accidents will be investigated at the discretion of the College.
8. For Contractors:
- a. Accidents involving a contractor employee should be reported to the college's representative managing the contractor using the Accident/Incident Report Form or the contractor's reporting form. Copies of the report should be sent to the Compliance Officer. Investigations into contractor accidents will be conducted at the discretion of the representative managing the contractor or the Compliance Officer.
9. The Compliance Officer is responsible for:
- a. Maintaining a log of accidents and incidents according to OSHA guidelines and regulations.
 - b. Report all accidents that result in fatality or hospitalization of three or more employees, to the New Mexico Occupational Safety and Health Administration (OSHA) office within 8 hours of the incident.
 - c. When an investigation is deemed appropriate, the Compliance Officer will create an ad hoc task force to conduct the investigation. The task force may include the following

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individuals and others as appropriate: the Compliance Officer, the supervisor or college representative responsible for the area or event in which the accident occurred, and other appropriate individuals who have knowledge of the activity, area or other circumstances of the accident. The taskforce will make a recommendation of correcting unsafe conditions or actions that contributed to the accident as appropriate (ie. Issuing a work order, direct action of a supervisor).

- d. Reviewing accident and incident reports for root causes of the accident or incident, and appropriateness of recommended preventive and/or corrective actions.
 - e. Reviewing and analyzing accident statistics for trends/patterns and making recommendations to administration, which may include the Board of Trustees, on corrective programs or procedures.
 - f. Ensure all employees and students are educated on corrective actions, as appropriate.
10. The Facilities Office 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

7. Maintenance

8. Signature

Signature on File	12.3.2021
Director of Compliance	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			