## Appendix

**Responsibilities With Regard to the PFD Incident Reporting Procedure:** All PFD personnel have a responsibility (and are subject to disciplinary action for failing to do so) to report all occupational injuries and illnesses, and near misses as identified by this procedure. Specific responsibilities are as follows:

<table>
<thead>
<tr>
<th>Group</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td><strong>PFD</strong></td>
<td>• Will maintain the PFD Incident Reporting Procedure.</td>
</tr>
<tr>
<td></td>
<td>• Supervisors will complete the <em>MU Employee Injury and Illness Report</em> form.</td>
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<tr>
<td><strong>PFD / HDGS Safety Coordinator</strong></td>
<td>• Has the overall responsibility for implementing and maintaining the PFD Incident Reporting Procedure, including review of accident/event reports, recommendation of corrective and/or preventive actions, and maintaining records required by federal regulations.</td>
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<td></td>
<td>• Will classify accident reports and forward OSHA recordable accidents to EHSO.</td>
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<tr>
<td><strong>PFD Associate Vice-President</strong></td>
<td>• It is the responsibility of the PFD Leadership team to champion and enforce the policy outlined by this procedure.</td>
</tr>
<tr>
<td><strong>PFD Directors</strong></td>
<td>• Any near miss condition observed must be corrected immediately when possible and reported via a <em>Near Miss Form</em> within twenty-four hours.</td>
</tr>
<tr>
<td><strong>Supervisors and Managers</strong></td>
<td>• Supervisors must complete an <em>MU Employee Injury and Illness Report</em> for each accident, even when only a minor injury occurs. The decision as to whether the accident is OSHA recordable will be made by the PFD/HDGS Safety Coordinator. All accidents are to be recorded on the <em>MU Employee Injury and Illness Report</em> form. Supervisors are primarily responsible for ensuring that the <em>MU Employee Injury and Illness Report</em> form is completed and distributed as indicated on the form in a timely manner.</td>
</tr>
<tr>
<td></td>
<td>• Any near miss condition observed must be corrected immediately when possible and reported via a <em>Near Miss Form</em> within twenty-four hours.</td>
</tr>
<tr>
<td><strong>All PFD Personnel</strong></td>
<td>• All PFD personnel have the responsibility to initiate the accident reporting sequence by informing their supervisors immediately of an actual injury or illness as soon as possible after an accident has occurred.</td>
</tr>
<tr>
<td></td>
<td>• Any near miss event observed must be corrected immediately when possible and reported via a <em>Near Miss Form</em> within twenty-four hours.</td>
</tr>
<tr>
<td><strong>Environmental Health and Safety Office (EH&amp;SO)</strong></td>
<td>• Will maintain the required OSHA 200 Log and Summary of (recordable) Occupational Injuries and Illnesses and the OSHA 101 Supplementary Record of Occupational Injuries and Illnesses for each calendar year.</td>
</tr>
<tr>
<td><strong>Personnel Office</strong></td>
<td>• Will initiate Worker’s Compensation claims as necessary.</td>
</tr>
</tbody>
</table>
Incident Reporting Procedures and Practices:

This section describes the specific procedures that shall be followed by PFD personnel in order to effectively report occupational injuries and illnesses and near miss events. Refer to the flowchart “PFD Incident Reporting Procedure Flowchart” below.
Flowchart Notes: The first step is to classify the incident as an accident or a near miss. If injury or illness occurred, the incident is an accident. If no injury or illness resulted or if the event was an unsafe act or condition, the incident is a Near Miss.

1. Accidents (Injuries and Illnesses):
   a) Serious injuries or illnesses posing a life-threatening situation shall be reported immediately to the Miami Campus Police by calling 911.

   b) Injuries and illnesses shall be reported by the injured employee to his or her supervisor in person or by phone as soon as all life-threatening conditions have been addressed. If the injured employee is unable to report immediately, the accident should be reported as soon as possible.

      Upon notification of an occupational injury or illness, the supervisor must complete the MU Employee Injury and Illness Report form. The form should be forwarded according to the instructions on the form in Section 7D.

2. Vehicle Accidents: Vehicle accidents must be reported according to PFD SOP 424 “Vehicle Accidents”

3. Near Miss events (unsafe acts or unsafe conditions)
   a) The first priority for PFD personnel is to correct any unsafe acts or unsafe conditions immediately. If the situation is potentially life threatening, it must be corrected or contained immediately. Anytime an individual is involved in an unsafe act, the individual is violating PFD policy and the observer is obligated to notify the person. The person engaged in the unsafe act must correct the situation immediately. If an unsafe condition is observed, the observer should try to correct or contain the condition immediately. If immediate correction is not possible, the observer should complete a Near Miss Form as well as take any other steps to ensure the unsafe condition does not result in an accident.

   b) All near miss events are required to be reported using a Near Miss Form within 24 hours of occurrence. Even if the situation was corrected immediately, a Near Miss Form must be completed and turned in.

4. If an employee observes an unsafe act or condition and the individuals involved refuse to adhere to procedures, the employee is obligated to inform his/her immediate supervisor. Any employee failing to follow safety procedures will be subject to disciplinary actions.

5. Accidents, hazardous working conditions, or safety incidents involving contractor personnel must be reported to the PFD/HDGS Safety Coordinator immediately. If the incident is life threatening: first notify the contractor who must immediately correct the situation. If the contractor fails to respond, first contact the PFD / HDGS Safety Coordinator. If the Coordinator is unreachable, call Public Safety at 911.
# Examples of Safety Incidents and Responses

<table>
<thead>
<tr>
<th>Example Occurrence</th>
<th>Response</th>
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</thead>
<tbody>
<tr>
<td>While sweeping floor, an employee loses consciousness</td>
<td>CALL 911</td>
</tr>
</tbody>
</table>
| Employee observes that proper trench shoring is not being used                      | 1. Employee notifies supervisor or employee of the potential hazard and proper procedure.  
2. Employee fills out *Near Miss Form* on the unsafe condition that was observed.  |
| An employee has an accident while driving a university vehicle to a conference.     | 1. Contact the Law Enforcement Agency that has jurisdiction.             |
|                                                                                 | 2. Law enforcement will complete an Accident Report.                     |
|                                                                                 | 3. Forward the Accident Report through your supervisor; if the vehicle is a Miami University owned or leased vehicle (through PFD) forward report to University Garage. |
| An employee observes a guard off a table saw                                       | 1. Employee notifies supervisor or employee in shop of the potential hazard so guard can be replaced.  
2. Employee fills out *Near Miss Form* on the unsafe condition that was observed and corrected.  |
| Employee experiences a minor cut while opening a box with a knife                   | 1. Employee takes care of wound with first aid.                          |
|                                                                                 | 2. Employee notifies supervisor of the accident.                         |
|                                                                                 | 3. Supervisor completes the *MU Employee Injury and Illness Report* with the employee. |
| Student worker trips and breaks his / her finger                                  | 1. Employee seeks medical attention notifying supervisor as soon as possible.  
2. Supervisor completes *MU Employee Injury and Illness Report* with the employee. |
| An employee observes a contractor walking the roof line without being tied down.    | 1. The employee should notify the contractor of the violation and a *Near Miss Form* should be completed.  
2. If the contractor fails to correct the situation, and because the incident is life threatening, the PFD/HDGS Safety Coordinator should be contacted. If the Coordinator is unreachable, call Public Safety at 911. |
Description of MU Employee Injury and Illness Report Form:

Purpose of the Miami University Employee Injury and Illness Report:

All accidents must be reported using the Miami University Employee Injury and Illness Report.

- Establish a written record of factors which cause injuries and illnesses.
- Maintain a capability to promptly investigate accidents and events in order to initiate and support corrective and/or preventive action(s).
- Provide accident data for subsequent statistical analysis.
- Provide the means for complying with the reporting requirements for occupational injuries and illnesses

Applicability of Employee Injury and Illness Report: The report applies to all employees (full-time, part-time, temporary), as well as to all students, contractors, and visitors on campus, whether or not the injured or exposed person received medical attention.

Obtaining Employee Injury and Illness Reports: Copies of the MU Employee Injury and Illness Report may be obtained in the following locations:

- Division Administrative Assistant
- Department Administrative Assistant

Who Signs the Employee Injury and Illness Report: The report must be accurately completed and signed by both the injured or exposed party and his or her supervisor. If the injured party is not a Miami University employee, the report should be signed by the supervisor or manager responsible for the area where the incident or exposure occurred. Should it be difficult to obtain the injured or exposed party’s signed portion, departments should submit the supervisor’s statement immediately, and the injured or exposed party’s statement as soon as it is available.

Where To Submit (Refer to the flowchart “PFD Incident Reporting Procedure Flowchart”): Send the report to the PFD / HDGS Safety Coordinator at Cole Service Building. Instructions are also located on the report in section 7D.

Responsibilities:

1. Employees must:
   a) Report all accidents to their immediate supervisors

2. Managers & Supervisors must:
   a) Complete a Miami University Employee Injury and Illness Report for every accident reported to them.
Routing of Miami University Employee Injury and Illness Report (Refer to the flowchart “PFD Incident Reporting Procedure Flowchart”):

1. All accidents are to be reported regardless of the injury severity.

2. The first priority after an accident is to ensure that proper medical care is rendered. The employee or supervisor should immediately assess the severity of the injury or illness. The following examples are ONLY SOME of the situations in which 911 must be called:
   a) Person is unconscious
   b) Individual is having a seizure
   c) Vision has been impacted (e.g. chemicals, petroleum) or particle in their eye(s).
   d) Excessive bleeding (e.g. arteries, veins, etc.)
   e) Individual is experiencing serious reaction to chemical, allergy, insect sting, etc.

3. After the injury is treated, the employee will notify their supervisor.

4. Supervisors must complete the form with the employee and follow the routing on Section 7D of the Miami University Employee Injury and Illness Report.

Description of PFD Near Miss Form:

Purpose of the Near Miss Form

All Near Miss events must be reported in order to:

1. Encourage employees to prevent accidents before they occur. The Near Miss program reinforces safe work behaviors by training all employees to recognize unsafe conditions and acts. The program promotes teamwork and encourages a sense of mutual accountability.

2. Encourage all employees to take immediate corrective action to rectify an unsafe condition or act.

3. Establish a written record of factors which might have resulted in injury or illness but did not.

4. Provide all personnel a method for identifying potentially dangerous conditions and acts.

5. Provide near miss data for subsequent statistical analysis.

Obtaining Near Miss Forms: Copies of the Near Miss Form may be obtained in the following locations:

- Division Administrative Assistants
- Department Administrative Assistants
- Near Miss Box on CSB Safety Board

**Signatures on the Near Miss Form:** Signatures on the checklist are optional. The goal of the checklist is not to identify the specific individuals involved in an incident. The goal is to identify hazard trends.

**Responsibilities With Regard to the Near Miss Procedure:** PFD personnel must:

1. Report all unsafe conditions and acts they observe. It is against PFD policy for employees to engage in unsafe acts.

2. Be knowledgeable in proper safety procedures

3. Respond to an observed unsafe condition by:

   a) Immediately correcting the situation if possible

      (1) If the condition is life threatening, the employee must prevent the condition from causing an accident by containing the hazard. If the individual cannot prevent the condition or activity, immediately contact 911.

   b) Completing a *Near Miss Form* within 24 hours

**Routing of *Near Miss Form* (Refer to the flowchart “PFD Incident Reporting Procedure Flowchart”):** All PFD personnel must complete a *Near Miss Form* when an unsafe act or condition is observed. *Near Miss Forms* are routed in the following ways.

1. Upon completion a PFD employee may turn the card into their supervisor or division director. This is the preferred method. Doing so allows the condition to be corrected as fast as possible.

2. Upon completion, a PFD employee may deposit the card into the PFD *Near Miss Form* box for review by the Safety Committee.