

## Accident Investigation Policy & Procedures

### Scope

The scope of the procedure is limited to accidents on campus involving a personal injury, that are not sports-related or ambulance calls not attributable to University employee negligence.

### Responsibilities

#### **A. Environmental Health & Safety (EHS)**

1. EHS will respond to and investigate accidents, as appropriate.
2. EHS will respond to follow-up investigation, as appropriate, with one representative added to the Investigation Team.
3. EHS will review policies/procedures and implementation of recommendations.

#### **B. Towson University Police Department (TUPD)**

1. TUPD will conduct a preliminary investigation for report of accident.
2. TUPD will notify EHS for personal injuries that are OSHA reportable, involving potential lawsuit (Tort Claims against University from non-University personnel), or TU employee.
3. TUPD will respond to follow-up investigation, as appropriate, with one representative added to an Investigation Team.

#### **C. Facilities Management**

1. Facilities Management will respond to follow-up investigation, as appropriate, with one representative added to the Investigation Team.

#### **D. Other Departments/Supervisors**

1. Departments/Supervisors will notify TUPD when an accident involving a personal injury occurs on campus.
2. Departments/Supervisors will respond to follow-up investigation, as appropriate, with one representative added to the Investigation Team, the employee's supervisor.
3. Departments/Supervisors will initiate disciplinary action as warranted.
4. The Department Head shall notify the Division Vice President of the disciplinary action to be taken.
5. Departments/Supervisors will implement recommendations made by the investigation team.

#### **E. Investigation Team**

1. The Investigation Team, once assembled, will investigate accidents.
2. The Investigation Team will contact the employee's immediate supervisor and the supervisor's department head within 24 hours.

## **Policy/Procedure**

The TU Police Department (TUPD) shall be notified immediately regarding any accident on campus that involves a personal injury. Upon notification, the TUPD shall respond to the accident and, where appropriate, conduct a preliminary investigation. The TUPD shall notify EHS immediately for personal injuries which are OSHA reportable (fatality, dismemberment, etc.), involves the potential for a Tort Claims suit against the University from non-University personnel (slips, trips, falls, cuts, etc.), or involves any TU employee. Depending upon the nature and severity of the injury, EHS will also respond. Any follow-up investigation (if necessary) shall be conducted by a team consisting of a representative from EHS, the TUPD (designated by the Director of Public Safety), the employee's supervisor, and as appropriate, Facilities Management (to be designated by the AVP of the Facilities Management).

All investigation findings shall be recorded in writing. Where appropriate and whenever possible, photographs shall be obtained to document the accident scene and any other relevant evidence. His/her supervisor and TUPD/EHS shall always investigate all accidents involving employee personal injury (as necessary, depending on the severity and nature of the injury). Any follow-up accident investigation involving personal injury to a Facilities Management employee will include as a member of the investigating team (in addition to the immediate supervisor) EHS, TUPD (where appropriate), and a Facilities Management employee designated by the AVP of Facilities Management. In cases where Facilities Management expertise is required in other accident investigations, the AVP of Facilities Management, or his/her designee, shall be contacted to arrange for the individual to assist EHS/TUPD in their investigation of the accident.

For the purpose of this policy, injuries resulting from sports-related activities (e.g., sprains due to playing basketball, jammed fingers due to playing volleyball, etc.), or ambulance calls for a sick person shall not constitute a need for an investigation as long as there are no other mitigating circumstance(s) involved attributable to University negligence which contributed to the accident/sickness (e.g., loose floor board, food poisoning). When accidents are caused by a TU employee's disregard of established work procedures/policies, the investigation team shall notify the employee's immediate supervisor and the supervisor's department head within 24 hours. It shall be the supervisor's responsibility to initiate disciplinary action as warranted by the incident. Disciplinary action shall comply with current University Policy. The department head shall notify the Division Vice President of the disciplinary action to be taken.

At a minimum, on a quarterly basis, EHS shall review all accidents involving personal injury, any disciplinary action instituted against the offending employee, and any new or modified policies/procedures implemented to prevent a recurrence of a similar incidence. EHS shall make additional recommendations as necessary regarding any actions or policies/procedures implemented. Prior to the implementation of any new/modified University policies/procedures, the policy/procedure shall be submitted to the President for approval, as necessary.

Recommendations made by the investigation team and/or EHS regarding the implementation of new/modified work procedures as approved by the President shall be the responsibility of the department head/supervisor of the injured employee to implement. The department will be held accountable (i.e., will have medical costs deducted from their budget) for future injuries that occur because of failure to implement the recommended modified/new work policies/procedures. If they do not concur with the recommendations, they shall discuss the issue with EHS to mutually arrive at acceptable new/modified work procedure(s).