

**George Mason University**  
Accident and Incident Plan



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**Environmental Health and Safety Office**  
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## **Foreword**

The *Accident and Incident Plan* is intended for use by all parties working at, attending, or visiting George Mason University. This Plan provides guidance on how to report and respond to an incident or accident that occurs on or to university property or to university employees while conducting university business. All regulations and guidelines related to Environmental Health and Safety, Risk Management, University Police, and Workers' Compensation have been used as guidance in developing this document.

## Document History

Version	Date	Comments
1	May 2015	Initial <i>Accident and Incident Plan</i>

This *Accident and Incident Plan* is reviewed periodically and amended as necessary and whenever:

- There is a significant change to existing processes or techniques;
- A significant incident or accident occurs; or
- Applicable regulations are revised.

All revisions to this *Accident and Incident Plan* will be shared with the various parties identified in this document.

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## Acronyms

<b>AED</b>	Automated External Defibrillator
<b>CFR</b>	Code of Federal Regulations
<b>EHS</b>	Environmental Health and Safety Office
<b>OEDS</b>	Office of Equity and Diversity Services
<b>ORM</b>	Office of Risk Management
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PLAN</b>	Commonwealth of Virginia's Risk Management Plan
<b>VOSH</b>	Virginia Occupational Safety and Health
<b>WC</b>	Human Resources and Payroll's Workers' Compensation

## 1.0 Introduction

This *Accident and Incident Plan* complies with applicable regulations and guidelines and establishes minimum procedures to be followed in the event of an incident or accident that occurs on university property. For the purposes of this plan, an ‘incident’ is any event that has the potential to cause injury, put persons at risk, or results in property damage (e.g., water leak, fire, utility failure, etc.). Accidents are defined as any incident that results in injury to employees, students, or visitors (i.e., requires first aid, medical treatment, or hospitalization).

## 2.0 Roles and Responsibilities

This *Accident and Incident Plan* is a cooperative effort between the Environmental Health and Safety Office (EHS), University Police, Office of Risk Management (ORM), the Human Resources and Payroll’s Workers’ Compensation (WC), supervisors, employees, students, and visitors. Specific responsibilities relating to the *Accident and Incident Plan* are outlined below.

### 2.1 Environmental Health and Safety Office

Specific responsibilities of EHS relating to accident and incidents are:

- Administer George Mason University’s *Accident and Incident Plan*.
- Notify Virginia Occupational Safety and Health (VOSH) within eight hours of an incident involving the death of an employee, hospitalization of one or more George Mason University employees, amputation, or loss of an eye.
- Respond to incidents, conduct accident investigations, conduct exposure monitoring, and complete an *Incident Report Form* as necessary and in accordance with Section 5.0.
- Identify corrective actions that will reduce the likelihood of future incidents similar in nature and follow-up with supervisors to make sure that corrective actions are implemented.
- Act as a liaison between the university and medical providers, as needed and upon request of the employee or WC.
- Provide exposure monitoring records within 10 working days to an employee, former employee, or designated representative upon written receipt of permission from the employee or former employee.
- Assist with determining when accident and incident sites are clear of any occupational health and safety hazards prior to re-occupancy.
- Maintain all employee exposure monitoring records for the duration of employment plus 30 years as required by Occupational Safety and Health Administration (OSHA) standards *Access to Employee Exposure and Medical Records* (29 Code of Federal Regulation (CFR) 1910.1020).
- When appropriate, provide necessary information to the ORM, WC, or University Police upon request.

### 2.2 University Police

Specific responsibilities of the University Police related to this *Accident and Incident Plan* are to:

- Inform the following departments when notified of an incident:

- Virginia State Police for auto accidents involving state vehicles or suspected arson.
- EHS when an incident involves:
  - An employee death, hospitalization of one or more employees, amputation, or loss of an eye;
  - Property damage resulting in employee injury caused by natural or manmade events;
  - Safety issue that presents a risk to employees, students, or visitors;
  - Any situation that displaces the occupants of a university building or obstructs campus roadways;
  - Oil, chemical, biological, or radiological material spill or release.
  - Laboratory emergency (e.g., injury, exposure to hazardous material, theft, animal escape); or
  - Emergency due an equipment failure or utility outage.
- ORM for all incidents involving university liability, property, and auto accidents.
- Facilities Management regarding damage to university property and auto accidents involving motor pool vehicles.
- When appropriate, provide necessary information to EHS, WC, or ORM upon request.

### **2.3 Office of Risk Management**

The Office of Risk Management serves as the liaison to the Commonwealth's Division of Risk Management and is the lead official when dealing with external organizations regarding accident investigations and insurance claims. The specific responsibilities of ORM are to:

- Investigate all university lost, stolen, and damaged property; vehicle accidents; and injuries involving students and visitors. Assist departments in filing insurance claims.
- Review contracts and other documents regarding liability exposures and insurance coverage. Where appropriate, note concerns to the department and recommend alternative risk transfer methods.
- Provide the university with risk assessments of their activities and recommend risk mitigation where possible.
- Assist the Division of Risk Management in investigations of liability claims against the Commonwealth and provide university position concerning the claim.
- Assist in emergency and disaster situations when requested.
- Report to University Police any incident involving the damage, theft, or loss of George Mason University property or incident that has the potential to cause harm to employees, students, or visitors.
- When appropriate, provide necessary information to EHS, WC, or University Police upon request.
- Provide feedback for program evaluation.

### **2.4 Human Resources and Payroll Workers' Compensation Department**

WC department within Human Resources and Payroll manages workers' compensation claims. Specific responsibilities of WC are to:

- Maintain an updated list of post-exposure Workers' Compensation Medical Providers with expertise in occupational medicine.

- In the event an employee notifies the WC of an incident, notify EHS and forward a copy of the completed *Employer's First Report of Accident Form* to EHS via fax or EHS email account (safety@gmu.edu).
- Process workers' compensation claims according to Virginia Workers' Compensation Commission procedures.
- Maintain the following records:
  - Workers' compensation claims documentation
  - *OSHA 300 Log*
  - *Needlestick Injury Log*.
- Provide employee with information on how to apply for short-term disability, if the employee is eligible.
- Work with the Office of Equity and Diversity Services (OEDS) and the employee's supervisor to coordinate modifications to job responsibilities or work area as a result of a work-related illness or injury.
- Administer the Return-To-Work Program.

## 2.5 Supervisors

Supervisors oversee George Mason University employees and their work. Specific responsibilities of supervisors with regard to incidents and accidents are to:

- Report employee injuries and exposures to WC using an *Employer's First Report of Accident Form* within three days of the accident or as soon as possible. Any incident that results in an employee death must be recorded using an *Employer's First Report of Accident Form*.
- Report all employee hospitalizations, deaths, amputations, or loss of an eye to WC and EHS as soon as possible and no more than 8 hours following an incident.
- Report all observed incidents in accordance with section 3.0 of this Plan.
- Assist employees in completing an *Employer's First Report of Accident Form* as necessary.
- Report to University Police any incident involving the damage, theft, or loss of George Mason University property or that has the potential to cause harm to employees, students, or visitors.
- Provide documentation to support insurance claims of loss or damage to university property to ORM.
- Provide workers' compensation medical provider with information related to an occupational exposure, injury, or illness, if an employee is unable to do so.
- Participate in incident investigations as needed.
- When safe to do so, take notes and photographs to document damage to George Mason University property that occurred as a result of an incident.
- Initiate actions to minimize damage caused by an incident. Restore area to safe condition as soon as feasible.
- Work with EHS to develop an action plan and timelines for corrective actions.
- Work with the OEDS and WC to coordinate modifications to job responsibilities or work area as a result of a work-related illness or injury.
- Track corrective actions to completion.



## 2.6 Employees

Employees include faculty (professional, administrative, and research), staff (classified, wage, and student wage), and graduate students receiving compensation. Specific responsibilities of George Mason University employees are:

- Report employee injuries and exposures to WC using an *Employer's First Report of Accident Form* within three days of the accident or as soon as possible if the employee wishes to file a workers' compensation claim.
- An *Employer's First Report of Accident Form* must be completed by the employee for any incident that results in hospitalization, amputation, or loss of an eye
- Report all employee hospitalizations, deaths, amputations, or loss of an eye to WC and EHS as soon as possible and no more than 8 hours following an incident.
- Report all observed incidents or near misses in accordance with section 3.0 of this Plan.
- Report to University Police any incident involving the damage, theft, or loss of George Mason University property or that has the potential to cause harm to employees, students, or visitors.
- Provide documentation to support insurance claims of loss or damage to university property.
- In the event of an emergent injury or illness, seek medical treatment from the nearest medical facility or emergency medical services.

## 2.7 Students and Visitors

All students and visitors that observe unsafe/at risk conditions or suffer an injury on university property should complete and submit an *Incident Report Form* to EHS and ORM. EHS and ORM utilize *Incident Report Forms* to address safety issues and track incident on campus. *Incident Report Forms* are also required if an insurance claim is necessary or will be sought as a result of incident on university property that causes property damage or injuries.

## 3.0 Incident or Near Miss

An incident, 'near miss', 'at risk', or 'a close call' are situations that do not result in injury, illness, or property damage but may result in injury if conditions or administrative procedures are not modified. When an unsafe, at risk, or near miss is observed, complete and *Incident Report Form* and submit it to [safety@gmu.edu](mailto:safety@gmu.edu).

To encourage reporting of near misses, EHS maintains an incentive program that allows individuals to nominate students and employees for identifying or correcting safety issues. Employees are entered into a quarterly drawing to be rewarded for reporting near misses. EHS uses information gathered from *Incident Report Forms* to evaluate procedures and work practices to prevent future incidents.

## 4.0 Occupational Exposure, Illness, or Injury

When occupational injuries, illnesses, and exposures occur, the following general procedures should be observed. Whenever an employee is hospitalized, suffers an amputation, loses an eye, or dies as a result of an occupational exposure, illness, or injury, EHS and WC must be notified immediately.

This information must be reported to state and federal authorities within eight hours of the incident in accordance with 29 CFR 1904.2 and 29 CFR 1904.39.

**Occupational Exposure:** are incidents or accidents in which an employee is exposed to a substance that can produce adverse health effects. In the event of an exposure, an individual's primary concern must be to minimize the degree (length, dose, and route) of exposure. An occupational exposure requiring medical services may result from exposure to one or more of the following:

- Chemical vapors, gas, or fumes
- Biological materials (e.g., infectious substances, body fluid capable of carrying pathogens, or microbial growth)
- Radioactive materials or ionizing radiation
- Fine dust or building materials (e.g., silica dust)
- Animal or insect bites
- Contact with poisonous plants (e.g., poison ivy or poison oak)

**Occupational Injury or Illness:** are accidents in which work conditions or job functions contribute to an injury or illness and may include but not limited to slips, falls, exposure to extreme weather conditions, injuries sustained while working with university equipment (e.g., tools, vehicles, and furniture), injuries resulting from defective building/university property features, or other incidents related to the construction or use of university property.

The procedures for responding to an occupational exposure, illness, or injury are as follows:

1. Seek medical assistance or emergency medical services if necessary.
2. Employees must notify their supervisor of their exposure.
3. Complete an *Employer's First Report of Accident Form* and submit to WC within three days or as soon as possible.
4. Initiate a workers compensation claim, if the employee so desires. (see section 7.0).
5. Follow the recommendations of the Workers' Compensation Medical Provider.
6. Observe Disability and Return to Work Procedures outlined in section 8.0.

#### **4.1 Medical Services**

If immediate medical attention is necessary to respond to an occupational exposure, illness, or injury, the following actions should be taken:

1. Immediately contact University Police by dialing 911 from a university phone or 703-993-2810 from a cell phone and relay the following information:
  - a. Nature of the injury or illness
  - b. Victim's location
  - c. Identity of the victim
  - d. Suspected or known cause of the injury or illness
2. If trained, provide first aid or medical assistance as necessary.
3. Do not move the victim if they are unconscious, unless they are in immediate danger.

4. If the victim is unconscious and not breathing, locate an automated external defibrillator (AED) if available, turn it on and follow the instructions provided by the unit.
5. If it is safe to do so, remain with the victim until emergency response personnel arrive.

## **5.0 State and Federal Notification of Employee Death or Injury**

The following procedures will be followed in the event that one or more employees experience the following as result of a work place incident that results in hospitalization, death, amputation, or loss of an eye.

1. The employee or their supervisor must immediately notify WC.
2. WC will immediately notify the following individuals:
  - Assistant Vice President for Safety, Emergency, and Enterprise Risk Management
  - Director of Emergency Management and Fire Safety
  - Occupational Safety Officer
3. EHS will notify the Northern Virginia Regional Office of Virginia Department of Labor and Industry within 8-hours of the incident. This report will include the following
  - Name of the employee
  - Date and time the incident occurred
  - Cause of the incident if known
  - Extent of injuries
  - Actions that have been taken to prevent future injuries or deaths
  - Other information upon request
4. An *Employer's First Report of Accident Form* must be completed by the individual(s) or their supervisor(s) as soon as possible and submitted to WC.

## **6.0 Accident and Incident Investigation**

WC provides all *Employers' First Report of Accident Forms* to the EHS for review and investigation if necessary. Accidents and incidents investigations are conducted by EHS when any of the following conditions exist:

- An accident results in a serious injury requiring treatment beyond First Aid;
- An accident results in hospitalization, amputation, loss of an eye, or death;
- Upon request of the employee, supervisor, ORM, EHS, or Human Resources and Payroll;
- Upon request of WC for workers' compensation purposes; or
- When EHS or ORM suspects that work practices or safety controls are not sufficient to protect against additional injuries, illness, occupational exposure, or death.

EHS will complete an *Incident Investigation and Response Form* and provide completed forms to WC, the employee(s), student, or visitor involved in the accident, and their supervisor upon request. All personal or confidential information that may be contained in the report will be redacted as necessary in accordance with institutional, state, and federal privacy laws.

## **7.0 Corrective Action**

Upon completion of an accident and incident investigation, EHS will notify the employee and supervisor of the corrective actions that must be taken to mitigate future accidents from occurring. It is the responsibility of the supervisor to determine if disciplinary action is required in accordance with Department of Human Resources Management Policy 1.60 for offenses that constitute misconduct, impact business operations or compromise the safety of other employees, students, or visitors. University Policy 1406 *Environmental Health and Safety* also directs supervisors to implement corrective and/or disciplinary actions when safety plans and procedures are not observed.

## **8.0 Workers' Compensation Claim**

A Workers' Compensation claim is initiated by submitting a completed *Employer's First Report of Accident Form* to WC within three days of the incident or as soon as possible. WC will process and submit all workers' compensation claims for work-related injuries and illnesses in accordance with state and institutional policies and procedures. The affected employee is responsible for providing WC with all supporting documentation, including invoices, medical opinions, disability slips, and other required documents.

## **9.0 Disability and Return to Work**

If the illness or injury results in lost time from work, the employee is responsible for contacting Unum to initiate a disability claim concurrently. WC will provide information on how to apply for disability for employees who are eligible. Once WC receives a return-to-work note from the workers' compensation medical provider, WC will work with the employee and the department to coordinate a safe return-to-work.

## **10.0 Property Damage, Theft, or Loss**

All university property, including fine arts, state/rental vehicles, and personal property required for university business that is lost, stolen or damaged must be reported to University Police in accordance with University Policy 1404 and ORM in order for a claim to be initiated and processed. ORM must be notified as soon as damaged or lost property is discovered within three days and a Report of Loss to State-Owned Property must be submitted by the employee. ORM will open an investigation and advise the department of the claim process. George Mason University is self-insured through the Commonwealth of Virginia's Risk Management Plan. The department(s) suffering the loss will be responsible for a \$1,000 deductible as part of the claim per occurrence and if several departments are affected by the same incident, such as fire, the \$1,000 deductible is prorated among the various departments.

### **10.1 Commonwealth of Virginia Property**

ORM must be notified as soon as it is discovered that property is missing or damaged. A *Report of Loss to State-Owned Property* must be submitted by any employee that notices university property that has been stolen or vandalized within three days of the observed incident. ORM will open an investigation and advise the department regarding the claim process. George Mason University is self-insured through the Commonwealth of Virginia's Risk Management Plan (PLAN) for

replacement or repair costs, including incidental support wages and the temporary rental of equipment. The department(s) suffering the property loss will be responsible for the \$1,000 deductible as part of the claim.

## **10.2 Personal Property**

The personal property of faculty, staff, students, contractors, and visitors is excluded (i.e., not covered) from the university's insurance plan with the exception of property required for university business. The requirement to possess property as a condition of employment must be documented prior to the loss/damage in the employees' work profile or position description or in a memorandum from the department head to the ORM and Human Resources.

## **11.0 Motorized Vehicle Accidents**

Accidents involving university vehicles (to include university owned or leased golf carts) and rental vehicles on official business of the university must be reported immediately to ORM. The employee(s) involved in the accident must do the following:

1. Notify University Police (703-993-2810) of the accident. Provide any information requested by University Police.
2. Notify ORM at Mason (703-993-2599).
3. Employees must notify their department supervisor and Motor Pool Dispatch (703-993-2442) if it is a Motor Pool Vehicle.
4. Complete an *Automobile Loss Notice Form* and forward completed form to ORM by fax: 703-993-2339 or email: risk@gmu.edu.

**Off-Campus Accidents:** In addition to the steps above, accidents that occur off campus must be reported to the Virginia State Police (1-800-572-4510). If accidents or vandalism occurs out of state, employees must contact the appropriate local police and file a police report. If utilizing a rental vehicle, contact the rental agency immediately upon noticing any damages to the rental vehicle.

## **12.0 Recordkeeping**

Maintenance of records associated with incidents at George Mason University is a cooperative effort between the Workers' Compensation department, MC Innovations (the agency that handles workers' compensation claims for the Commonwealth of Virginia Workers' Compensation Medical Providers), ORM, and EHS.

### **12.1 OSHA 300 Log**

WC is responsible for maintaining and posting the *OSHA 300 Log* according to 29 CFR 1904 *Recording and Reporting Occupational Injuries and Illnesses*. The *OSHA 300 Summary* is posted in the Human Resources and Payroll Department on the Fairfax Campus as well as near the employment posters on all campuses from February 1st through April 30th of each year. The *OSHA 300 Summary* documents the type and number of injuries, illnesses, exposures, or deaths suffered by university employees during the previous calendar year.

## **12.2 Needlestick Injury Log**

WC is responsible for maintaining the *Needlestick Injury Log* according to 29 CFR 1910.1030, *Bloodborne Pathogens*. The log is available upon request from WC and must include the following information:

- Type and brand of device involved in the incident.
- The department where the exposure incident occurred.
- An explanation of how the incident occurred.

## **12.3 Employee Medical Records**

WC and medical providers are responsible for maintaining medical records and personal information related to employee exposure, illness, or injury confidential in accordance to 29 CFR 1910.1020 *Access to Employee Exposure and Medical Records* for 30 years after termination of employment. All medical and workers compensation records may not be disclosed without written permission from the employee or their designated representative. These records include the following:

- Records of all medical treatment provided to employees in accordance with applicable regulations, including vaccination records and consent or declination forms.
- Information provided to Workers' Compensation Medical Providers prior to providing treatment.
- Descriptions of treatment or prescriptions.
- Employee medical complaints.

## **12.4 Exposure Monitoring Records**

EHS is responsible for maintaining all exposure monitoring data collected during personal or area monitoring descriptive of employee exposure to hazardous substances. All medical and exposure records must be maintained confidentially according to 29 CFR 1910.1020 *Access to Employee Exposure and Medical Records* for 30 years after termination of employment. The records may not be disclosed without written permission from the employee or their designated representative.

## **13.0 Program Evaluation**

EHS, WC, University Police, and ORM will evaluate this *Accident and Incident Plan* and associated documents and procedures that constitute the Accident and Incident Program periodically and update/revise as needed for continued program effectiveness and compliance with applicable regulations and industry standards. For audits conducted by external agencies, EHS, ORM, and WC will assist the auditing agency and provide requested documentation.