

## **RESPONDING TO ACCIDENTS AND SAFETY CONCERNS ON CAMPUS: WHAT YOU NEED TO KNOW**

October 2010

Q: WHAT campus incidents are we talking about?

A: Accidents (even seemingly minor accidents), near misses, and other safety concerns on campus involving faculty, staff, student workers, students, visitors, contractors, and others. This does not include complaints of misconduct that would be addressed under disciplinary procedures or other policies, such as complaints of harassment, discrimination or retaliation.

Q: WHY do I need to know about this?

A: It is important for all employees to know how to report incidents they may experience, witness or come across on campus. This includes knowing who should be contacted so that an appropriate investigation and report can be made and safety concerns can be addressed.

Q: WHOM should I notify of an incident on campus?

A: The primary contact for on the job accidents and all environmental / safety concerns is Paul Burns, Director of Environmental Health and Safety, x8175, (cell)460-6209, (home)540-952-1703, [pburns@wlu.edu](mailto:pburns@wlu.edu). The primary contact for other incidents is Mike Young, Director of Public Safety, x8999/8427, (cell)460-3726, (pager)464-2505. For minor on the job accidents, employees should notify their supervisors, who can handle the investigation and reporting in such cases.

Q: WHEN should I notify my supervisor or one of the designated officials?

A: IMMEDIATELY upon experiencing, witnessing, or coming upon any serious incident, but not later than 24 hours after even minor incidents. This allows for prompt response and investigation.

Q: HOW should supervisors respond to incidents they are called upon to handle?

A: Assure safety of all at the scene. Then gather facts about how the incident happened and complete necessary investigation reports or contact designated officials to do so, depending on seriousness and complexity of situation.

Q: WHAT reports should be completed on campus incidents?

A: In all cases, an incident investigation report should be completed and sent to the Paul Burns, located in the Heating/Cooling Plant.

[http://www.wlu.edu/Documents/general\\_counsel/WnLincidentinvestigationreport.doc](http://www.wlu.edu/Documents/general_counsel/WnLincidentinvestigationreport.doc).

For on the job accidents, a mandatory state law report called Employer's Accident Report must also be completed and sent to Paul Burns.

[http://www.wlu.edu/Documents/general\\_counsel/Employer%27sAccidentReport.pdf](http://www.wlu.edu/Documents/general_counsel/Employer%27sAccidentReport.pdf)