

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

*Title: Accident/Incident Investigation
Program*

Policy Number: GO21

Policy Statement

The Virginia School for the Deaf and the Blind strives to maintain a safe working environment for all employees, students, and visitors. The School believes that all accidents and injuries can be prevented. To meet this goal, all employees must actively participate in accident prevention by: pro-actively managing their work spaces, assisting with housekeeping details in every area they travel through, participating in all appropriate training, and reporting to proper authorities for assistance to correct problems or issues that are beyond their capability. Supervision at every level is committed to enabling and empowering their employees to be successful in this most critical aspect of their assignments.

The supervisor has the responsibility to oversee the development and training of their employees, and to lead the investigation process for all accidents and serious incidents involving those employees. The Director of Public Safety or designee shall participate in all investigations of accidents where medical treatment for injuries was required at a level beyond the School Infirmary, or where significant damage occurred to equipment or facilities.

Definitions

Accident - an undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss; casualty; mishap.

First Aid Treatment – emergency aid or treatment given to someone injured, suddenly ill, etc. and the injury or illness will not require medical treatment beyond the School Infirmary.

Incident – An occurrence or event that interrupts normal procedure or precipitates a crisis.

Medical Treatment – emergency treatment and/or follow-up care provided by a doctor, clinic, or hospital.

Workers' Compensation Program (WCP) - Program administered by the Department of Human Resource Management for state employees in accordance with § 65.2 Code of Virginia.

Procedure

The procedures provided herein shall be applied when a faculty member, a classified employee, or hourly/wage employee is injured in the performance of their regular duties, or suffers an occupational illness. The investigation portion of this procedure shall also apply whenever an incident results in significant damage to equipment or facilities or injury to a contract worker.

Occupational (Work-Related) Injuries

The following actions must be completed in the event of a work-related injury.

1. All work related injuries must immediately be reported to the employee's supervisor and the Infirmary. In the event of a life-threatening or severe injury, the employee, co-worker(s) or supervisor shall immediately call 911 and notify the Office of Public Safety.
2. If able, the employee shall report directly to the Infirmary to initiate the Employer's Accident Report (EAR) (Attachment A) process. The employee's supervisor must finalize the EAR, have the injured employee sign a printed copy, and forward the signed copy to Human Resources. If the Infirmary is closed, the employee's supervisor will contact the VSDB Office of Human Resources for assistance.
3. Upon notification of the injury, the nurse on duty will examine the injured worker and offer the employee a panel of physicians. The employee will be allowed to select a physician from the panel. The nurse will then complete Blocks 43 through 45 of the EAR and submit this to the Office of Human Resources, Office of Public Safety and the supervisor, along with the name of the selected physician, if appropriate.
4. The Office of Public Safety will conduct an investigation of the accident and assist the supervisor in preparing a Report of Investigation, to include witness statements and photographs, and recommendations for corrective action. A copy of the investigation will be provided to the Superintendent, Director of Human Resources, Department Head of the injured employee and the Workers' Compensation Program (WCP). If corrective action is required, the Department Head will submit a written report to the Superintendent of corrective action taken with a copy to the Office of Public Safety.
5. The Director of Human Resources will review the EAR and submit it to the Workers' Compensation Program within 10 days of the incident. The Director of Human Resources will also confirm that the employee was offered a panel of physicians. Within 24 hours of the employee's initial visit with the physician, the Director will communicate with the attending physician to discuss return to work options, to include the ability to provide transitional duty.

Serious Incidents/Accidents with No Injury or Contractor Injuries

1. An employee, who is involved in an accident or incident where significant physical damage to VSDB equipment or facilities has occurred *or* where there was potential for serious injury, must report the incident to their immediate supervisor immediately. If the immediate supervisor is not available, the incident must be reported to the next level of supervision.
2. The supervisor will conduct a formal investigation and notify the Director of Public Safety for assistance with the investigation process.
3. The supervisor will prepare an investigation report using the "Accident – Incident Report" (available on the [Accident Reporting](#) link on SharePoint) and submit it to the Director of Public Safety and the Office of Human Resources. Upon approval, the Director will provide a copy of the report to the Superintendent, the Department Head of the employee and any additional impacted Department Heads. If corrective action is required which cannot be completed immediately, the Department Head will submit a written progress report monthly

to the Superintendent and the Director of Public Safety until all outstanding items have been implemented.

4. The Director of Public Safety will conduct an investigation with the Contract Administrator and the Contractor Supervisor concerning serious contractor injuries using the Accident – Incident Report (available on the [Accident Reporting](#) link on SharePoint).

<p><i>Rescission:</i> Effective Date: August 25, 2009; Revised: September 17, 2015 BOV Approved: 12/10/15</p>
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