

Environmental Health and Safety Manual

Employee Health and Safety Program

EMPLOYEE HEALTH AND SAFETY PROGRAM

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UNIVERSITY OF WYOMING

HEALTH AND SAFETY POLICY STATEMENT

It is the University of Wyoming's policy to provide a safe, accident-free and healthy environment for students, faculty, staff and general public insofar as they come in contact with, or are affected by University operations. Safety must be one of the major considerations in all operations. People are our most important asset, and providing a safe environment is one of the University's greatest responsibilities.

Safety must be an important consideration in every decision and plan; and requires cooperation on everyone's part. Safety must be an integral part of every position.

The goals of the University of Wyoming's safety program are both humanitarian and economic. It is a goal of the University to send each employee home to his/her family each day whole and healthy. In this regard, everyone is obligated to be knowledgeable of the standards applicable to their area or job and to abide by them. Supervisors must instill a positive attitude and safety awareness in those who report to them, and faculty in their students, through personal adherence to safety standards, personal contact, training, and regularly scheduled safety meetings. It is the responsibility of all employees to perform their work with maximum regard for the safety of themselves, co-workers, students, and their work environment; and, every employee has a responsibility to assist the University in identifying and eliminating safety hazards in the University environment.

The University of Wyoming's safety policies, such as Chemical Hygiene and Student Safety Programs, are based on current standards as established in compliance with federal, state and local regulations, with particular emphasis on the Wyoming Occupational Health and Safety Rules and Regulations as they apply to the various operations of the University.

Most accidents, which result in injury or death and loss of property, are preventable. It is the policy of the University of Wyoming to do everything reasonable to prevent injury to employees, damage to property, and to protect the University, the student, and the general public from the results of accidents and losses.

The Director, Risk Management shall coordinate all safety activities of the University. The Director is charged with the planning and implementation of policies, procedures and guidelines to meet the requirements of all applicable safety legislation and associated rules and regulations. The Director, Risk Management shall have the authority necessary to ensure the safety of the University community, including the authority to vacate and close down University facilities, projects or activities. The Director's decisions are subject only to review by the President or his/her designee.

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I. INTRODUCTION

It is the policy of the University of Wyoming to strive for the highest safety standards by providing as accident-free, healthy, safe and comfortable work environment as practical, by eliminating recognized hazards from the workplace. The University's overall health and safety program, and specific individual programs, have been developed to assure compliance with federal, state and local regulations with particular emphasis on the Wyoming Occupational Health and Safety (WOHS) Rules and Regulations as they apply to the various operations of the University.

II. PURPOSE

In order to maintain the safety standards desired by the University, it is necessary to actively pursue an accident prevention program through all levels of the University from management through all employees. Health and safety are functional responsibilities of each manager and supervisor.

Safety does not occur by chance. Health and safety are of vital interest to everyone and each level of the University is accountable for safety performance. Compliance with this program and health and safety rules is taken very seriously. This means that failure to comply may be sufficient grounds for disciplinary action or for termination of employment.

III. SCOPE

In order to ensure the safest possible work environment, the University has established Employee (Unit) Safety Committees and Unit Safety Coordinators in each of its functional areas. The individual safety committees and coordinators shall act on behalf of the University for safety orientation of employees, overseeing inspection programs, review of injury reports, investigation and evaluation of safety recommendations and subsequent implementation of new safety policies/procedures.

IV. CLAIMS MANAGEMENT

When a work-related injury occurs, the University's immediate concern must be for the well being of the employee. Every attempt should be made to comply with the following procedures:

1. All work-related injuries must be reported, within 3 business days, to the employee's immediate supervisor, regardless of severity. The supervisor must then contact the Unit Safety Coordinator and the Risk Management Department to notify each of the incidents. The supervisor, together with the employee, shall complete an Accident/Incident Report form (see

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Appendix C) and submit copies to the Risk Management Department and the Unit's Safety Coordinator.

2. If the injury involves a life-threatening situation, the employee shall be transported, via ambulance, to the nearest emergency medical facility.
3. The injured employee, if covered by Workers' Compensation, must complete the WORKER INFORMATION SECTION of the Workers' Compensation Report of Certification and Report of Occupational Injury or Disease within 10 days of the accident.
4. The supervisor/department must complete the EMPLOYER INFORMATION SECTION of the Report(s), obtain appropriate signatures and forward copies to the Human Resources Department.
5. The Human Resources Department shall submit the original Report to the Clerk of District Court.
6. If an investigation is required, as specified herein, it will include a determination whether or not University safety policies were violated at the time of the accident. If the accident is serious, fatal, or management suspects third party negligence, the University's insurance adjuster will be contacted immediately by the Risk Management Department so that a field representative can be sent to the scene to investigate.
7. After the investigation(s) have been completed, the Risk Management Department will submit a report to the respective Safety Coordinator. The report will include recommendations for changes in procedures or additional training in an effort to prevent similar accidents from occurring in the future.
8. Management, in conjunction with the Human Resources Department, will comply with the Americans with Disabilities Act of 1990 and all other Federal and State laws in its efforts to reasonably accommodate a qualified individual with a disability.

V. OCCUPATIONAL HEALTH AND SAFETY ACT

The Wyoming Occupational Health and Safety Act became effective January 1, 1974. It provides that every employer engaged in business in the State of Wyoming shall:

1. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.

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2. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act.
3. Comply with, and require all employees to comply with occupational health and safety standards and regulations under the Act which are applicable to their actions and situations.
4. Encourage employees to contact their immediate supervisor or Environmental Health and Safety (EHS) for information that will help them understand their responsibilities under the Act.

VI. SAFETY

Awareness

Safety is part of everyone's job. Each University employee is expected to be conscious of safety for their own sake and the sake of those with whom they have contact to include students, faculty, staff and the general public.

Education and Training

The University of Wyoming EHS Office provides information and training to all employees regarding safe practices and emergency procedures. Individual units and departments as well as the Human Resources Department provides general and specialized safety training based on job functions and duties. Employees will be trained to recognize and eliminate hazards in their work and workplace. Employees will receive all training specifically required for safe use and operation of equipment as mandated by WOHS Rules and Regulations. It is the supervisor's responsibility to make sure all subordinates have received the safety training applicable to their jobs.

Safety Committees/Coordinators

Although everyone contributes to safe operations, the various safety committees will act on behalf of the University to oversee the formal aspects of the program. The duties of the Unit Safety Coordinators and members of the various safety committees shall include but are not limited to attending regularly scheduled meetings to solve problems, reviewing any accident/ injury reports and inspection reports, planning training programs, and making approved changes.

Inspections

Safety is a daily concern and noted hazards must be corrected as soon as possible. A formal inspection/reporting program to identify hazards supplements this. The respective Safety Officer and Safety Committee will review the inspection reports (see Inspection Form(s) in Appendix B).

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Reporting by Employees

It is everyone's responsibility to identify and report hazards. If a hazard is recognized, the employee needs to report the hazard to their immediate supervisor. The report will be investigated, in accordance with the protocol established by the Unit, to identify the cause and a means for correction and prevention. There will be no reprisal to the reporting employee.

Emergency Systems

All employees must know procedures for effective handling of an emergency situation. An investigation of identified situation(s), which have or may cause or create a hazard, will be completed to identify the cause and a means of correction and prevention.

VII. HEALTH AND SAFETY RESPONSIBILITIES

A goal of the University is to protect employees from injury while working for the University. This must receive top priority from everyone. Duties and responsibilities of all personnel under the University's health and safety program are as follows:

EHS Manager

1. Provides all levels of management the services and technical advice needed for proper administration of the health and safety program.
2. Develops, with EHS support staff, programs and technical guidance to identify and remove physical, chemical, radiological, biological, and other hazards from facilities, operations and sites.
3. Formulates, recommends and administers approved changes to the accident prevention program.
4. Assists management and supervisors in the health and safety training of employees.
5. Conducts inspections to identify unhealthy or unsafe conditions or work practices. Prepares written reports of inspections.
6. Maintains outside professional contacts.
7. Recommends programs and activities that will develop and maintain incentives for and motivation of employees in health and safety.
8. Maintains the state health and safety poster, posting of emergency telephone numbers, OSHA Form 200, and other notices required by

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WOHS. Ensures this information is posted in places where employees can see them on each job.

9. Develops and maintains accident and incident investigation and reporting procedures and systems. Investigates accidents involving bodily injury and takes action to eliminate accident causes.

Unit Safety Coordinators

1. Knowledgeable with health and safety regulations related to the unit's various operations.
2. Directs and coordinates health and safety activities and training for the unit.
3. Conducts health and safety inspections of work areas. Directs correction of unsafe conditions. Informs Unit's Safety Committee of inspection results.
4. Conducts weekly safety briefings with supervisors.
5. Reviews accidents/incidents with supervisors and workers involved. Submits written reports to the EHS Manager and Unit's Safety Committee. Works together with EHS Manager to ensure that approved corrective action is taken immediately to eliminate the cause of the accident.
6. Provides "feedback" information and recommendations to the EHS Manager and Unit's Safety Committee concerning health and safety matters.
7. Maintains copies of applicable programs, policies, rules and regulations, and WOHS forms for Unit.

Supervisor

1. Be familiar with and enforces health and safety regulations that apply to operations within his/her areas of responsibility.
2. Assures that safety devices and proper personal protective equipment (PPE) are used by persons under his/her supervision.
3. Instructs and trains all persons within areas of responsibility in job health and safety requirements.
4. Conducts frequent and regular safety and health inspections of his/her work area(s) and ensures that no unsafe conditions exist in areas of

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responsibility. Reports to Unit's Safety Coordinator on any corrective actions needed which are beyond his/her control.

5. Conducts regular (e.g., weekly) safety briefings with all employees under his/her supervision.
6. Ensures that injuries are treated promptly and reported properly.
7. Investigates all accidents/incidents, obtains all pertinent data, files a complete report with the Unit's Safety Coordinator and the Risk Management Department and initiates approved corrective action.

All Employees

1. Be familiar with and comply with proper health and safety practices.
2. Use the required safety devices and proper personal protective safety equipment.
3. Notify supervisor immediately of unsafe conditions/acts, accidents, and injuries.
4. Understand that the workplace is generally not a safe environment for minor children; not for the child, not for the department and not for other employees. Minor children are not to be in the workplace with exceptions being allowed for short visitations.
5. Employee use, possession, transfer or sale of illegal drugs or controlled substances during work hours is strictly prohibited. Employee misuse of alcohol during work hours is strictly prohibited. Violation of the "drug free" workplace may result in referral for therapeutic treatment, disciplinary action or discharge. The university shall make available a substance abuse training program, which shall include a list of community resources that provide substance abuse, prevention, and/or counseling.
6. Smoking may be permitted and restricted to areas or enclosures set aside for that purpose in accordance with University Regulation 180, as amended.

VIII. TRAINING

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Training and education cannot be over-emphasized as a means of learning a healthful and safe approach to employee work effort. Knowledge of the safety rules and how and when to function under the rules, supplemented by compliance, is essential to safety.

1. Employees scheduled for any safety and health training will attend such training.
2. New employees will be provided orientation training and will be furnished information and literature covering the University's health and safety policies, rules and procedures. In addition, the unit will cover safety standards and procedures for the employee's particular job. This orientation training must be provided prior to the employee's unsupervised exposure to the work environment.
3. On-going training are important to provide information and training on new equipment, new procedures, and refresher/remedial training in specific areas or to meet annual requirements.
4. Various individual WOHS programs specify that training be provided to employees. It should be noted that some of these programs specific training requirements might be provided to the employee during orientation training. Supervisors will ensure their employees are scheduled and provided the training as required. Examples include hazard recognition and prevention, safe handling and use of flammables, poisons, or toxics, confined space entry, respirator care and use, hazard communication, lockout/tag out procedures, industrial truck operation, safety in the performance of all electrical work, to name a few.

IX. [OHS Form 300 Injury/Illness Log](#)

In conjunction with the Workers' Compensation Program and the OHS Form 300, each department/unit of the University has a designated Workers' Compensation Coordinator; in most cases this individual is also the Unit's Safety Coordinator. This individual is responsible for the timely completion and submission of all required Workers' Compensation Program reports for the department/unit (i.e., monthly and accident reporting), as well as meeting all OHS Form 300 reporting requirements. This individual shall also serve on the Unit's Safety Committee.

The OHS Form 300 log of all recordable occupational injuries and illnesses is maintained by the Environmental Health and Safety (EHS) Office and all data collected and maintained by the individual departments/units with respect to this log is to be transmitted to the EHS Office.

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X. HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL

Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe workplace for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone (management, supervisors, and all employees) to identify, report, and correct, all possible hazards. Reports should be made to immediate supervisor for appropriate action. Reports should be made to the Risk Management Department if appropriate action is not taken or if the hazard is outside area of responsibility.

The University of Wyoming has procedures for conducting inspections of laboratories, workplaces and jobsites for compliance with health and safety rules. The purpose of the in-house inspection is to identify and eliminate hazards and unsafe practices before they cause an accident or injury. Health and safety inspections of laboratories will be conducted in accordance with the Laboratory Inspection Program (see Chemical Hygiene Program); workplace and jobsite inspections will be conducted under the Checklists (see Appendix B) and under the following minimum timelines:

1. Unit Safety Coordinator: Fixed facilities and shops at least on an annual basis.
2. Supervisor: Areas of responsibility on a regular basis (e.g., quarterly or semi-annual) in accordance with Unit's protocol.
3. The Unit's health and safety program will be reviewed by the EHS Manager on an annual basis.

After completing workplace, jobsite or facility inspections, the person conducting the inspection will:

1. Discuss the findings with employees; invite their comments, suggestions and aid.
2. Report to and discuss findings with the Unit's Safety Committee.
3. Ensure recommended corrections/changes are implemented for correction.
4. Follow-up on changes, corrections, and other actions necessary.
5. Provide a written report to EHS Manager.
6. Utilize the checklist(s) contained in Appendix B as an aid in completing the inspection.

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XI. BASIC SAFETY RULES

These rules are designed to protect you as an employee of the University of Wyoming. If you violate any of these rules and thereby endanger yourself, another employee(s), a student(s), and/or member(s) of the general public, you may be subjected to disciplinary action in accordance with University Regulation 174 as amended.

1. Report All Accidents. Your supervisor must be told of all accidents or near accidents. The supervisor is responsible for filing a written accident report (within 24 hours) with the Unit's Safety Coordinator with a copy to the EHS Manager.
2. Report Safety Hazards. Report any safety hazards you observe to the Unit's Safety Coordinator and to your supervisor; and the EHS Manager if outside area of responsibility.
3. "Just Say No." The use, possession, transfer or sale of illegal drugs or controlled substances and/or the use of alcohol during work hours or on the job site is strictly prohibited.
4. Avoid Horseplay: Horseplay at work can cause accidents and is forbidden.
5. No Fighting. Fighting is strictly forbidden.
6. Dress Safely. Wear proper clothing for the job and weather conditions.
7. Wear Appropriate Footwear. Wear shoes appropriate to your work assignment.
8. Wear Proper Protective Equipment. Your supervisor will prescribe proper personal protective equipment when required by applicable safety standards. This may include eye protection, respiratory devices, or hearing protection, etc.
9. Maintain Your Job Site. Good housekeeping is important in maintaining a safe environment. Keep your equipment, tools and work area free from scraps, debris, rubbish, etc.
10. Prevent Fires. Know location of fire extinguishers and their proper use.
11. Use Proper Tools. Use the proper tools for the job and keep them in good repair.

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12. Do Not Tamper With Equipment. Only authorized personnel are permitted to install devices or systems associated with electrical, plumbing, steam, gas, elevators, etc. or to make repairs or adjustments on any equipment.
13. Ask Questions. Employees are to be fully instructed in all phases of each job they are asked to do. If there are questions, please ask.

XII. RISK MANAGEMENT, ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE

University Regulation 2, Section 14. established the Environmental Health, Safety, and Risk Management Committee under the Rationale that “(S)ound policies and practices regarding environmental health, safety, and risk management are essential: 1) to ensure the well-being of students, employees, and visitors to the campus, and 2) to attain the most cost-effective methods of safeguarding University assets. A committee drawn from diverse areas of the University is vital to the process of evaluating safety practices and risk exposure and formulating relevant policy recommendations.” The Regulation established the Functions of the committee as “(T)he committee shall review incidents and situations related to safety or risk concerns and make policy or action recommendations to the cognizant vice president or relevant division/department administrators. The committee shall assist University offices to: 1) formulate recommendations to the cognizant vice presidents regarding the allocation of resources for environmental health, safety, and risk management purposes, and 2) ensure compliance with policies and practices. The committee also provides the University community a forum for expression of health, safety and risk concerns.”

The concept of employee health, safe working conditions, and property protection through a meaningful accident prevention program is strongly supported by the management of the University of Wyoming as evidenced by the establishment of the Environmental Health, Safety and Risk Management Committee.

XIII. INDIVIDUAL HEALTH AND SAFETY PROGRAMS LISTING

- Air Monitoring
- Chemical Hygiene

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- Confined Space Entry
- Employee Health and Safety
- Hazard Communication
- Infectious Waste
- Lockout/Tag out
- Noise Exposure
- Radiation Safety
- Respirator Protection
- Student Safety
- Waste Disposal
- Drug and Alcohol Testing

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Appendix A

Unit Safety Committee Meeting Agenda

Suggested Order of Business

1. Roll Call
2. Reading of minutes of previous meeting
3. Consideration of business held over from last meeting
4. Report on progress made on previous recommendations
5. Reading and discussion of inspection report(s)
6. Discussion of accidents that have occurred since last meeting.
7. Recommendations for prevention of such accidents
8. Report on safety instructions (bulletins, etc.) to employees
9. New business and discussion of special safety projects
10. Meeting adjourned

A. Department/Unit Name

B. Chairperson

C. Location

Date of Meeting

D. Committee Members Present:

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Appendix B General Safety Checklist

	Ok	Not Ok	Recommendations
General Polices/Practices			
Each department has safety rules			
Injuries must be reported immediately to the supervisor			
Hazards must be reported to a supervisor immediately after they are discovered			
Supervisors are required to investigate all accidents in a timely manner and to route reports to the Unit Safety Coordinator			
Only UW employees are permitted to operate UW own vehicles and equipment			
Accident and injury reports are reviewed by supervisors and discussed with employees			

	Ok	Not Ok	Recommendations
Grounds and Building Entrances			
Grounds are free of unusual hazards such as holes, protrusions, and other obstacles			
Trees are free of loose branches or protruding roots			
Fences are structurally sound and free of holes			
Sidewalks, entrances, steps, and lawns are properly maintained			
Walkways and paved areas are free of cracks and loose pavement			
All doors and windows are in working condition			
Outside lighting is sufficient around pedestrian traffic areas			

	Ok	Not Ok	Recommendations
Buildings and Structures			
Ceilings are free of cracks			
Rest rooms are free of water hazards			
Handrails and treads in stairways are in good condition			
Stairway risers are of proper height			
Lighting in stairways is adequate			
Floors are free of holes, splinters, protrusions, slippery areas and loose boards, tiles or carpet			
All openings in floors are covered and marked			
Aisles and passageways have adequate width and are unobstructed			
Aisles and passageways are well-defined and marked or painted			
Work areas have adequate lighting			
Work areas are well-ventilated and free of fumes			

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Appendix B

General Safety Checklist

	Ok	Not Ok	Recommendations
Fire Safety			
All emergency exits are properly marked			
Each building has an evacuation and emergency preparedness plan			
Employees are familiar with evacuation plans			
Fire extinguishers and other fire fighting equipment are checked regularly			
Sprinkler system is in good working condition			
Fire alarms and smoke detectors are check regularly			
Rubbish and used chemicals are disposed of properly			
Explosive or flammable materials are properly stored and ventilated			

	Ok	Not Ok	Recommendations
Machinery, Tools and Equipment			
All machinery and equipment is maintained properly			
Belts, gears, chains, clutches and shafting are properly guarded			
Effective point-of-operation guards are in place			
Equipment and facilities are free of oil or grease spills			
Gas cylinders are in good working condition and chained in place			
Tampering or unauthorized use of any machinery or equipment is prohibited			
Tools and machines are free of split or loose handles			
All cutting edges are sharp			
All tools are maintained in a good state of repair			
Ladders, scaffolds, and horses are of standard construction and in good condition			
Ladders or self-locking steps stools are of an approved design			
Electrical tools, switch boxes and fixtures are properly grounded			
Extension cords are free of frays and breaks			
All electrical wall outlets and switches are in working order			

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Appendix B

General Safety Checklist

Ok	Not Ok	Recommendations
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Housekeeping

Materials are properly stacked and stored according to established guidelines		
Overhead clearance is ample		
Work areas are neat and clean		
Work areas are free of hazardous materials		
Desks, cabinets, and file drawers and/or doors are maintained properly		
Aisles and walkways are kept clear at all times		
Access to all emergency equipment such as fire extinguishers, emergency eye wash and showers are kept clear of obstacles		

Ok	Not Ok	Recommendations
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Employee Practices

All equipment and machinery is used properly		
Materials are loaded and unloaded safely		
Lifting is done in a proper manner		
Assistance is available to lift or move heavy objects		
Safety devices are used		
Safety glasses, goggles, hard hats, vests, safety shoes and other protective equipment is worn when required		
Workers are prohibited from wearing jewelry while working on or around machinery or electrical circuits		
Vehicles are operated in a safe manner at all times		
Traffic cones, warning flags and barriers are used in accordance with construction traffic control standards		

Ok	Not Ok	Recommendations
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Emergency/First Aid

Emergency procedures and telephone numbers are posted		
First-aid supplies are available and easily accessible at specifically designated work sites		
First-aid supplies are checked and replaced periodically to ensure freshness		

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Appendix C

Incident/Accident Investigation Report

Date: _____ Time: _____.

Employee Involved: _____.

Position: _____ Date Employed: _____.

Supervisor: _____ Department: _____.

How long was employee performing this operation/job: _____.

Was the employee trained: _____.

Did the accident result in an injury: _____.

Nature and extent of injury: _____.

_____.

Date injury reported: _____ Was first aid given: _____.

If so, when, and by whom: _____.

How did accident occur: _____.

_____.

_____.

_____.

Cause of accident: _____.

_____.

_____.

_____.

Recommendations to prevent a recurrence: _____.

_____.

_____.

_____.

What action has been taken: _____.

_____.

_____.

_____.

Signed: _____ Date: _____.

Unit Safety Coordinator

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Appendix C

Incident/Accident Investigation Report

Recommendations: _____

Signed: _____ Date: _____

Unit Safety Committee

Recommendations: _____

Signed: _____ Date: _____

Risk Management/Environmental Health and Safety