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# Accident Prevention Program Policy

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### Effective:

**Last Updated:** August 1, 2021

**Responsible University Office:** Human Resources

**Policy Contact:** Director Human Resources, Client Services

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## Notice:

Effective August 1, 2021 this policy was converted into an easily accessible standalone PDF document. This policy still remains in Part II of the Policies and Procedures Manual and no changes were made to this policy when it was converted to the standalone PDF document.

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## Policy

### A. Accident Prevention Program

1. **Objectives:** The Gonzaga University Accident Prevention Plan contains Gonzaga's official safety policies and procedures and applies to all employees and student workers. It is designed to comply with, and implement, federal and state laws by establishing policies and procedures to prevent accidents, injuries, and occupational illnesses. The rules that provide for the safety of employees also provide for the safety of visitors and students. Gonzaga recognizes its basic responsibility to eliminate hazardous conditions that may be encountered by visitors and students and therefore establishes safety and health policies for this purpose.
2. **Responsibilities:** Gonzaga's administration has the responsibility to provide a safe and healthy learning and working environment. The responsibility for safety and health is shared among Gonzaga administration, Gonzaga Campus Safety and Health Committee, supervisors, and each individual for his or her area of responsibility.
  - a. Gonzaga Administration's Responsibility: to provide safe working conditions and do everything reasonably possible to create an effective, accident-free environment for

teaching, learning and working.

- b. Environmental Health & Safety (EH&S) Department's Responsibility: to coordinate safety and health activities throughout Gonzaga. EH&S primarily provides consultation and training to administration, supervisors and employees in the areas of general safety; accident prevention; industrial hygiene; hazardous materials and waste; emergency response and prevention, workers compensation claims; and workplace ergonomics.
  - c. Supervisor's Responsibility: to ensure working or learning conditions are safe and ensure all employees observe safety policies and procedures.
  - d. Employee's Responsibility: Strive to develop habits and procedures that will reduce exposure to potential injury. All employees are required, as a condition of their employment, to observe all safety policies and procedures.
  - e. Campus Safety Committee: The Safety Committee consists of management and employee representatives who have an interest in the general promotion of safety and health for Gonzaga University. The committee serves as an advisory group to the administration and is responsible for making recommendations on how to improve safety and health in the workplace. The committee defines problems and removes obstacles to accident prevention; identifies hazards and recommends corrective actions; helps identify employee safety training needs; and, establishes accident investigation procedures for Gonzaga.
3. **Safety Orientation**:
- a. Safety Orientation Briefing: All new employees will receive a safety orientation briefing by HR. Record of the completed orientation should be kept by EH&S.
  - b. Job-Related Safety Orientation: Supervisors are responsible for ensuring that employees are aware of departmental safety policies and procedures. This orientation for new employees should occur on the first day of employment. A record of completed orientation should be kept by the supervisor.
4. **Safety Committees/Building Representatives**:

a. Campus Safety Committee

i. Introduction/Rationale

It is the policy and duty of Gonzaga University to promote the safety and health of its employees. Gonzaga has established a safety committee consisting of faculty and staff representing the broad spectrum of institutional functions and activities. The basic charge or purpose of this committee is three-fold: 1) To mitigate occupational and environmental hazards; 2) To promote safety and

health in the work place; and, 3) To establish a forum to which employees can bring safety issues and concerns.

ii. Input/Communication

Any employee of Gonzaga can recommend agenda topics to the committee for consideration and/or request to present a topic directly to the committee by contacting the chairperson. Meeting minutes and safety information shall be posted on safety bulletin boards. Additionally, this information may be distributed via on-campus mail delivery. Hard copies of the minutes shall be distributed to the individual members.

iii. Extent of Authority

The Campus Safety Committee is advisory and answers ultimately to the President. The committee may make recommendations at any administrative or supervisory level it deems the most appropriate in order to resolve a safety concern.

b. Lab Safety Committee

The members of the committee consist of a representative from EH&S, Biology, Chemistry and Engineering labs. The committee is responsible for the development and oversight of policies set out by the Chemical Hygiene Plan.

c. Building Safety Representatives

Each building and/or identifiable department should appoint a Building Safety Representative from that particular building or department. Selection of the representative is a management decision. Representation should depend upon the nature of the work or program, number of employees, and/or students, and separation of facilities. The EH&S Department is available for consultation on this matter. The name of the Building Safety Representative is posted on the building's safety bulletin board.

The Building Safety Representative will be the liaison within that particular department or building for matters of safety. The Safety Representative will represent that department or building on a subcommittee of the Campus Safety Committee.

5. **Safety and Labor Notices / Safety Bulletin Boards**: Gonzaga University is required to display state and federal labor law notices and posters regarding employment rights. Employees may view the information online at Human Resources Benefits website or at Human Resources in the Business Services Center. In addition, some buildings have safety bulletin boards that include the information. The designated safety bulletin boards are reserved for safety and labor information.

## B. Reporting Accidents or Occupational Illnesses

**Work-related Accidents/Illnesses Reporting Procedures:** The EH&S Department is responsible for handling the accident/injury/illness reports and claims management for work-related accidents. Employees shall make a prompt report to their immediate supervisor of each industrial injury or occupational illness, regardless of the degree of severity. The procedures to follow in reporting work-related accidents/injuries/illnesses are outlined below:

### 1. Employee's Responsibilities

- a. Report all work-related accidents/injuries/illnesses to supervisor, regardless of severity.
- b. Fill out the Gonzaga University Accident/Injury Report (available from Supervisor, Building Safety Representative, or EH&S Department) within a reasonable amount of time of the incident.
- c. Continue to update supervisor and EH&S on the status of the claim, which may include continued doctor visits, physical limitations, or time off work.
- d. Medical Treatment:
  - i. If medical attention is necessary, choose any doctor.
  - ii. Inform the doctor that the condition is work-related. Complete the worker's statement on the Washington State Fund Accident Report at the doctor's office.
  - iii. Have the doctor complete the Light Duty Return-to-work Program form and return it to the employee's supervisor or the EH&S Office.
  - iv. If there are physical limitations, please see Temporary Modified Duty/Return-to-work Policy below.

### 2. Supervisor's Responsibilities

- a. The supervisor must fill out the supervisor section of the Employee Accident/Injury Report form and send this report to EH&S.
- b. Contact EH&S, ext. 5856, immediately when notified of an accident.

### 3. Physical Limitations or Off Work

- a. If the doctor notes that the employee cannot return-to-work or has physical limitations, the employee is required to inform the doctor that Gonzaga University has a light-duty, return-to-work program. Active participation is expected in all return-to-

work activities.

b. The employee must bring their supervisor a statement from the doctor noting physical limitations and for what period they apply, or the doctor can fax them directly to EH&S at 509-313-5815.

c. If the doctor notes that the employee is unable to participate in the light-duty program, the employee must check in with their supervisor a minimum of once a week to update on progress while they are off work.

d. A written release from the doctor is required before returning to regular duties.

## **C. Temporary Modified Duty/Return-to-work Policy**

### **1. Purpose:**

Gonzaga supports a Return-to-Work Program for all employees returning from an illness or injury to temporarily work on a light duty basis, if available. Following consultation with the employee and employee's supervisor in an interactive process, Human Resources will make the determination and finalize the appropriate resolution.

The on-the-job injury return-to-work placement will take precedence over non job-related injury and illnesses.

Light duty placement may include a reduction in full-time work, limiting or altering duties in the employee's existing position, or temporarily reassigning the employee to another position that he or she is qualified and capable to perform. In cases where the employee has a temporary disability from an on-the-job or occupational disease, the Human Resources will coordinate with the employee's supervisor to attempt to identify light duty work.

This policy establishes guidelines so that the University can assist in the return-to-work process and minimize the loss of employee productivity by placing the employee in a temporary assignment. The temporary assignment is not to exceed 90 days in most cases but may be extended on a case-by-case basis.

Factors that will be considered include, but are not limited to, physical restrictions, work availability, demands of the job, and cost to the organization.

### **2. Procedures:**

i. The employee will provide the Human Resources department with an activity prescription form (or other acceptable documentation) completed by the attending doctor, preferably two days prior to their anticipated return-to-work date.

ii. Human Resources will speak with the supervisor and environmental Health and

Safety as necessary to clarify restrictions and availability of work. The department will assess the availability of a light duty position based on level of restrictions, work availability, workload demands, etc.

iii. In situations where the employee is entitled to use Family and Medical Leave on an intermittent basis or full-time basis, the supervisor will work with the employee to accommodate the appropriate scheduling.

iv. If it is determined that an employee's restrictions cannot be accommodated, the employee must contact the HR department weekly to provide an update on their physical limitations. If the employee indicates an improvement in the condition, the employee must provide another activity prescription to determine if the employee is able to perform a temporary light duty assignment.

#### **D. Reporting Potential Hazards - Accident Prevention Statement**

Accident prevention is fundamental priority for Gonzaga University. Although, the EH&S Department coordinates Gonzaga's accident prevention and safety programs, preventing accidents is truly a team effort by the entire Gonzaga Community.

Employees with concerns about the safety of their work area or questions regarding accident prevention should call the EH&S Department at ext. 5856. If the situation does not pose the threat of immediate harm, employees should contact a Safety Committee Member. As always, you should refer repairs and regular maintenance concerns to Plant Services.

An EH&S department representative will be available to inspect potential hazards, respond to employee questions, and recommend changes, if needed, to ensure that Gonzaga University is providing a safe place to work and study.

#### **E. Accident Investigations**

##### **1. Responsibilities:**

The investigation of accidents and near misses is an essential part of Gonzaga's Accident Prevention Program. A thorough investigation, reconstructing the chain of events leading to an accident or near-miss, identifies unsafe acts and conditions requiring corrective action. An accident investigation and subsequent implementation of the corrective action minimizes the potential for future accidents.

The EH&S Department investigates all major accidents resulting in death, serious injury, or in-patient hospitalization of employee. EH&S may investigate non-injury accidents and near misses.

The responsible supervisor conducts an investigation and completes a Supervisor's Accident Investigation Report on all reported injuries.

The Campus Safety Committee may assist in the investigation of accidents and near misses.

2. Accident Investigations:

a. Near-Miss Accident/Injury/Illness: Whenever there is an incident that did not, but could have resulted in serious injury to an employee (near-miss) the following procedures will be followed:

i. The supervisor or a team will investigate the incident, depending on the seriousness of the injury that would have occurred.

ii. The "Near Miss Report" form will be used to report the near-miss. This report will be forwarded to the EH&S Department.

iii. EH&S will work with the department to ensure that the potential hazardous condition is corrected and safety programs are followed.

iv. EH&S will also report the incident to the Campus Safety Committee.

b. Minor Accident/Injury/Illness: In the case of a minor accident/injury/illness the following procedures will be followed:

i. The supervisor is to immediately investigate a minor accident. The objective of an investigation is to determine the accident's cause.

ii. After the cause is determined, the supervisor is to provide recommendations for corrective action to the supervisor and EH&S. The corrective actions should eliminate or minimize the potential of recurrence.

c. Serious Accident/Injury/Illness: Whenever there is an accident that results in serious injuries that have immediate symptoms the following procedures will be followed:

i. A preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, a member of the Campus Safety Committee, and a representative from EH&S.

ii. The supervisor is to ensure that he/she preserves the accident site as it was when the accident occurred. Equipment involved in a major accident is not to be moved, unless it is necessary for victim removal or accident prevention. An EH&S representative authorizes removal of equipment involved in a major accident.

iii. As soon as possible after the accident, the investigation team will take written statements from witnesses, photograph the accident scene and equipment involved, and note the conditions of equipment and the work area

that may have had a bearing on the accident.

iv. The team will make a written report of its finding including: the sequence of events leading up to the accident; conclusions about the accident; and, any recommendations to prevent the accident from recurring. The Safety Programs Manager will follow-up on recommendations to ensure action items are complete. The report will be reviewed by the Campus Safety Committee at its next regularly scheduled meeting.

v. After the investigation, the supervisor, EH&S and Safety Committee representative will promptly complete an Accident Investigation Report and submit it to EH&S.

vi. In case of fatality, probable fatality, or when two or more employees are admitted to a hospital because of an accident an EH&S Department representative will contact the Department of Labor and Industries within eight hours after becoming aware of the accident. During weekends and evenings, the toll-free notification number is: 1-800-321-6742. The notification must be a verbal conversation with a representative of the department. The notification must report: the company name, location and time of the accident, number of employees involved the extent of injuries or illness, a brief description of what happened, and the name and phone number of a contact person.

## **F. Safety Training**

Gonzaga supervisors are responsible for providing initial safety training and periodically reviewing applicable safety procedures and use of personal protective equipment with employees.

Employees who work under specified conditions are to receive training as required by law. In addition to training, Gonzaga University has developed written programs that explain procedures for doing certain kinds of work that have special hazards. Please contact EH&S for specific information.

## **G. First Aid Response Plan**

1. **First Aid Training & Requirements:** To assure that all Gonzaga employees can be afforded quick and effective first aid attention, specified employees are to obtain first aid certification. EH&S offers an American Safety & Health Institute approved basic certification course and maintains a training record of all certified employees with expiration dates. Employees take refresher training every two years to keep the certification current.

Whenever employees are present in a workplace, there must be an individual holding a valid certificate of first aid training present, or available. Once a demonstrated need is established, EH&S may designate additional employees to be trained and certified to surpass the standard requirements.

2. **First Aid Kits:** First aid kits are to be accessible to employees and student employees

at all times while they are at work. First aid kits are to be labeled with emergency telephone numbers, available from the EH&S Department.

3. Automated External Defibrillator: The Automated External Defibrillator (AED) is a device used to treat a person in cardiac arrest by giving their heart an electric shock. The AED is used in addition to CPR, if necessary. There are several located on campus and the EH&S Department provides consulting services to help departments and employees meet all of the above requirements.

## **H. Fire Prevention**

Each building will have an evacuation map posted on its safety bulletin board and at other visible locations. The map will show escape routes, location of exits, related safety devices and the designated gathering location outside that building.

1. In case of a fire:
  - a. Notify another person immediately. Call or have that person call 911 and a supervisor.
  - b. Activate the building fire alarm system.
  - c. Notify other employees in the area to evacuate.
  - d. Notify supervisors in other areas of the building to evacuate.
  - e. If the fire is small, such as a wastebasket fire (under 4 feet), and there is minimal smoke, one may attempt to put it out with a fire extinguisher.
  - f. If the fire grows or there is thick smoke, do not continue to fight the fire.
  - g. If the fire is too large to fight, leave the area and close the doors behind you as you leave.

2. Evacuation:

Building occupants are required to leave the building when the fire alarm sounds. Persons remaining in the building are in violation of the Uniform Fire Code and may be found guilty of a misdemeanor. When exiting:

- a. Follow the predetermined evacuation plan for the work area.
- b. Check doors for heat or smoke before opening. Close doors after passing through.
- c. Do not lock doors or allow doors to lock. Locked doors could preclude return should the fire prevent exit.

- d. If smoke is encountered, crawl rather than walk.
- e. Never use an elevator.
- f. If smoke is present in a stairwell, do not enter the stairwell. Choose another route.
- g. Go to the designated gathering point and verify that all employees are accounted for. If an employee is missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.