



# **Accident Reporting**

Latest Revision Date: 04/2017

## **1.0 PURPOSE**

The purpose of this program is to ensure consistent and accurate reporting of employee accidents that result in injury or illness to a Bucknell employee. Secondly, this program will allow proper corrective actions to be implemented to prevent reoccurrence through the use of a root cause analysis. In addition to the above, this program is the key step to filing a Workers' Compensation claim through Human Resources. The procedure must be completed accurately to ensure compensation is available for the injured or ill employee.

## **2.0 SCOPE and APPLICATION**

The scope of this program applies to all Bucknell employed personnel including faculty and staff as defined by the Human Resources office.

## **3.0 RESPONSIBILITIES**

**3.1** The University's insurance carrier for Workers' Compensation is through SISCO Insurance and managed by RCM&D. RCM&D is responsible for providing and the ongoing maintenance of a web-based reporting system. A link has been made available by them to access the report form and root cause analysis.

**3.2** The Environmental Health and Safety office (EH&S) is responsible for the implementation and training of this program.

**3.2.1** EH&S will also review all accident reports and root cause analysis to determine completeness and accuracy. EH&S will assist with root cause analysis as needed and implementing corrective actions.

**3.3** The Human Resources Department manages the University's Workers' Compensation Program. HR will ultimately oversee and ensure compliance with this program.

**3.3.1** HR will approve all accident reports prior to submitting to the Workers Compensation carrier.

**3.3.2** A designee from HR is the only responsible department/person approved for communication with the injured or ill workers in regards to medical treatment/information and work status.

**3.4** Supervisors of injured/ill employees are to complete the accident report if not, the employee can complete the report.

**3.4.1** Accident reports need to be completed within 12 hours of the time of injury or illness onset.

**3.4.2** Supervisors are responsible to complete the root cause analysis within 72 hours of the accident report.

**3.4.3** Supervisors will implement corrective actions and involve EH&S as needed to assist.

**3.5** Employees are to report all cases of injury and illness immediately to their supervisor. Employees may complete the accident report if able to do so.

## **4.0 PROGRAM ELEMENTS**

### **4.1 Completing a Report**

- 4.1.1** As required above, supervisors and employees must complete an accident report within 12 hours of the accident or illness.
- 4.1.2** The link for the report, hereon known as the **Bucknell Employee Accident Report (BEAR)**, can be found on the Bucknell dashboard Web Tools, the EH&S website, and the HR Workers Compensation website. The link is also provided here...[Link to Accident Report](#)

### **4.2 BEAR Submission**

- 4.2.1** After completing the BEAR as directed, the report is submitted to HR and EH&S.
- 4.2.2** HR will review the accuracy of the BEAR, make necessary changes or additions and submit to SISCO.
  - 4.2.2.1** Upon HR approval of the BEAR, an email is automatically generated to the Supervisor and employee with a copy of the report attached.
  - 4.2.2.2** For the Facilities department, an email of the report is also sent to the office.

### **4.3 Root Cause analysis (RCA)**

- 4.3.1** Upon completion of the HR review noted in 4.2.2, the supervisor of the injured employee will receive an email link to a root cause analysis report.
- 4.3.2** This report is to be completed by the supervisor within 72 hours. Appendix B has specific instructions for completing the RCA. Training on root cause analysis will be provided by EH&S.
- 4.3.3** EH&S will receive the completed RCA electronically after the supervisor has submitted. (Facilities will also receive a copy if injured employee is in the Facilities department.)
- 4.3.4** EH&S will review all RCAs and will determine effectiveness and follow-up as needed to be sure any corrective actions are completed.

## **5.0 PROGRAM EVALUATION**

- 5.1** EH&S will review this program on an annual basis to determine effectiveness.

## **6.0 DOCUMENTATION and RECORDKEEPING**

- 6.1** All accident reports will be saved and archived for 5 years within the EH&S department And copies filed with HR and the insurance company.
- 6.2** Training records of this procedure will be maintained by the EH&S office.

## **7.0 REVISION HISTORY April 2017**