Western University of Health Sciences

Policies & Procedures

Policy: Incident Reporting

Policy Information
Title: Incident Reporting
Policy Number: A2.13.50.8
Responsible Department: University Financial Services & Treasury

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Policy Statement
It is the policy of Western University of Health Sciences (WesternU), Office of University Risk Management that all incidents (e.g., slip, trip, fall, chemical exposure or spill) resulting in personal injury or illness, and/or damage to University property shall be properly reported and investigated in a timely manner.

Purpose of Policy
To ensure all hazards, incidents and accidents involving WesternU staff, students, visitors, property and activities are reported, investigated, and recorded in an appropriate and timely manner.

Related Policy Information
http://www.westernu.edu/risk-management/risk-management-about/

It is the responsibility of every employee and student of WesternU to report incidents resulting in personal injury or illness, and/or damage to University property to their supervisor/student affairs representative as soon as is it safe and practicable to do so.

The student's clinical coordinator is also to be notified when incident occurs at a clinical rotation site. A brief description of the incident must be provided in order to determine who needs to be notified, e.g., Security, Human Resources, University Student Affairs, police or paramedics.

In the event of a medical emergency, dial 911 from any on-campus telephone. Make certain to provide the 911 operator the name of the building where the injured person is located.

Contact University Security immediately after calling 911.
When safe to do so the online Incident Reporting Form must be completed.

Access to the Incident Reporting Form:

- University Risk Management "Forms" Webpage
- University Intranet
- Incident Reporting Procedure

Definitions

**Incident**
Any event that has resulted in or has the potential to result in an injury.

**Emergency**
An unplanned or imminent event that affects or threatens the health, safety or welfare of people, property and infrastructure, and which requires a significant and coordinated response. The defining characteristic of an emergency event or situation is that usual resources are overwhelmed or have the potential to be overwhelmed.

**Supervisor**
Immediate supervisor, manager, Clinical Dean, Associate Dean, etc.

Status
Approved

Related Procedures:
Incident Reporting - View