Procedure: Incident Reporting Procedure

Procedure Information
Title: Incident Reporting Procedure
Policy Number: A2.13.50.8(1)
Responsible Department: University Financial Services & Treasury
Parent Policy: Incident Reporting
Policy Contact
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Procedure Dates
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Review History
Procedure Overview
These procedures apply to University Policy A2.13.50.8 (Incident Reporting)

Procedure Process
I. Reporting Guidelines

A. Injury/Illness Reporting Notification Process

1. Report all incidents to the University Security Office at (909) 706-3000 (or extension 3000) for the Pomona, California campus or (541) 968-4840 (or extension 0301) for the Lebanon, Oregon campus at any time:

a. Pomona
i. 911
ii. Human Resources-if an employee (909) 469-5372 (or extension 5372)
iii. University Student Affairs-if a student (909) 469-5616 (or extension 5616)
iv. University Risk Management-for all incidents (909) 469-5452 (or extension 5452)
v. Employee's Supervisor/Student's college/student affairs member

b. Lebanon
i. 911
ii. Director of Operations-if an employee (541) 259-0202 (or extension 0202) for any injury
iii. University Student Affairs-if a student (541) 259-0220 (or extension 0220)
iv. University Risk Management-for all incidents (909) 469-5452 (or extension 5452)
v. Employee supervisor /Student's college/student affairs member
2. As soon as it is safe to do so, incidents that require reporting include, but are not limited to: loss of consciousness, seizures, broken bone(s), dizziness/fainting, uncontrolled bleeding, shortness of breath unresponsive to inhalers, fires, explosions, electrocutions, bomb threats, fire arms, active crime, severe animal bites/mauling, or death.

3. If an incident occurs after normal business hours, including weekends and University Holidays, contact University security at:
   a. Pomona (909) 706-3000 (or extension 3000)
   b. Lebanon (541) 968-4840 (extension 0301)

4. University online Incident Report Form (link provided below) must be completed for all incidents.

<table>
<thead>
<tr>
<th>Type of Incident</th>
<th>Responsible to Complete Online Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee (on campus)</td>
<td>Employee</td>
</tr>
<tr>
<td>Employee (off-site)</td>
<td>Employee</td>
</tr>
<tr>
<td>Chemical Exposure/Spill/Laboratory</td>
<td>Office of Environmental Health &amp; Safety</td>
</tr>
<tr>
<td>Patient</td>
<td>Director of Operation for the Specific Center</td>
</tr>
<tr>
<td>Student (on campus)</td>
<td>University Student Affairs</td>
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<tr>
<td>Student (clinical site)</td>
<td>College's Rotations Office</td>
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<tr>
<td>Theft, Damage or Vandalism</td>
<td>Office of Environmental Health &amp; Safety</td>
</tr>
<tr>
<td>Visitor</td>
<td>Office of Environmental Health &amp; Safety</td>
</tr>
</tbody>
</table>

**The above process applies to both campuses**

**A copy of the Incident Report will automatically be forwarded to the appropriate individual or office (e.g. supervisor, Office of Human Resources, Office or Environmental Health & Safety, Director for the Patient Care Centers, or University Risk Management) depending on the type of incident.**

B. Incidents involving minors (under the age of 18 years)

If the injured is a minor and conscious, the minor's parent/legal guardian must authorize the transport of the minor to the nearest medical facility.

If the injured minor is not conscious and the parent/guardian is not available, the University will take the appropriate action to ensure the health and safety of the minor. The parent/guardian will be contacted as soon as it is safe to do so.

C. Transporting ill/injured individuals

1. Transporting ill or injured individuals in a University owned or leased vehicle is prohibited and those individuals who do so may be subject to disciplinary action.

2. Transporting ill or injured individuals in a personal vehicle is not recommended.

3. Cab service will be available should the individual refuse medical transport.

D. Auto accidents involving University vehicles

1. Employees involved in an auto accident that occurs on and off campus while operating a University vehicle must report the incident to their supervisor and complete online Incident Reporting Form as soon as safe to do so.

2. Employees on official University business who are involved in an auto accident while operating a rental vehicle must notify their immediate supervisor and the rental car company and complete the online Incident Reporting Form as soon as safe to do so.
E. Damage, theft or loss of University property:
Report as follows:
1. University Security
   a. Pomona: (909) 706-3000 (or extension 3000)
   b. Lebanon: (541) 968-4840 (or extension 0301)
2. Once University Security completes and submits the on-line incident report, the form will automatically be forwarded to the following:
   a. University Risk Management (909) 469-5452 (or extension 5452)
   b. Purchasing department - Property Control Specialist (909) 469-5361 (or extension 5361)

F. Chemical Exposure, Spill or Laboratory Incident:
Report as follows:
1. University Security
   a. Pomona: (909) 706-3000 (or extension 3000)
   b. Lebanon: (541) 968-4840 (or extension 0301)
2. Security completes and submits the online incident report, the form will automatically be forwarded to the following
3. Environmental Health & Safety Office (909) 469-5528 (or extension 5528) if exposure or spill occurred in Pomona; Office of Operations 541-259-0202 (or extension 0202) if exposure or spill occurred in Lebanon
4. University Risk Management (909) 469-5452 (or extension 5452)
5. Human Resources-if it involves an employee 909-469-5372 (or extension 5372)
6. University Student Affairs if it involves a student
   a. Pomona 909-469-5616 (or extension 5616)
   b. Lebanon 541-259-0220 (or extension 0220)
7. Employee Supervisor/Student's College or faculty member
8. Vice President of Research & Biotechnology

G. Responsibilities of Central University Departments or Persons Notified of Incident
1. Security:
   a. Directs Emergency Responders (Paramedics/Fire/EMS/Police) to appropriate location.
   b. Controls traffic into and out of the area where EMS is responding.
   c. Completes Security Incident Report and submits to Environmental Health & Safety Office
   d. Makes proper notification to:
2. Environmental Health & Safety: Ensures surrounding environment is safe to occupy once incident has been contained. The EH&S office will also complete the on-line incident report form.
3. University Risk Management: Schedules a debrief post incident to assess effectiveness of response and any areas needing improvement. Also processes claims involving the University's Insurance Program.
4. Facilities and Physical Plant: Arranges for needed repairs to University property.
5. Office of Human Resources: Obtain emergency contact and health insurance information when the incident involves an employee. Processes documents, including Workers Compensation claims, and works with Risk Management in the investigation process if incident involves an employee.
6. University Student Affairs (Pomona Campus)/Office of Student Affairs (Lebanon Campus): Obtain emergency contact and insurance information when the incident involves a student. Also notifies appropriate person in the student's college.
7. The college/department heads and/or immediate supervisor must ensure the proper reporting of all incidents is reported as stated in this policy. Failure to do so could place the University or specific individuals at risk in regards to liability and coverage under the University's insurance program.
**II. Definition**

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

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

**Related Procedure Information**

**Status**

Approved

**Related Policies:**
Incident Reporting - [View](#)

**Related Links:**
Incident Report Form - [View](#)