

**Standard Operating Procedure (SOP)  
Accident Reporting**

<b>SOP No.</b>	SF-0001	<b>Revision:</b>	0
<b>Department:</b>	Safety	<b>Date:</b>	2-12-10
<b>Dept. Head Approval:</b>	<i>Pless</i> 2/17/10		
<b>Director Approval:</b>	<i>[Signature]</i> 2/16/10		

**Purpose**

The purpose of this procedure is to define the FM accident reporting process. The process will include all steps required to create a record of an accident, the investigation into its cause, and steps taken to ensure that corrective action is taken (whenever possible) to reduce the likelihood of similar accidents.

**Responsibility**

The following people are responsible for following this procedure:

1. FM Staff
2. Supervisors
3. Managers

**Procedure**

1. Injured FM staff member reports accident to Supervisor, giving such details as the exact sequence of events leading up to and including the accident, the object or substance that caused the injury, the injury or illness that resulted, and what part of the body it affected.
2. As soon after the accident as practicable, Supervisor investigates the cause of the accident and determines what (if any) corrective action(s) needs to be taken to prevent a similar accident.
  - 2.A. Supervisor fills out a WVU Supervisor's Injury/Illness Report, (which both Supervisor and employee sign) and an FM Incident Follow-Up Form
    - 2.A.1. The FM Incident Follow-Up Form is filled out online and submitted electronically as well as printed. Supervisor uses this form as a log to ensure timely completion of the corrective action.

- 2.B. Supervisor submits a Corrective Action Work Order request (if required) and files the resulting work order number for use in monitoring the corrective action.
3. Supervisor submits both the Supervisor's Injury/Illness Report and the FM Incident Follow-Up Form to Manager or Assistant Director for review and signature.
4. Manager or Assistant Director reviews both forms and signs off on them.
5. Manager or Assistant Director submits both the Supervisor's Injury/Illness Report and the FM Incident Follow-Up Form to Unit Director for review and signature.
6. Unit Director reviews both forms and signs off on them
7. Unit Director submits both the Supervisor's Injury/Illness Report and the FM Incident Follow-Up Form to Assistant Vice President for review and signature.
8. Assistant Vice President reviews both forms and signs off on them.
9. Assistant Vice President routes both forms to Administrative Assistant.
10. Administrative Assistant routes both forms to Accounting Assistant in Resource Management.
11. Accounting Assistant logs the accident report and assigns a number that she writes at the top of both forms, makes three copies of each form and sends the originals to Environmental Health and Safety. Copies of each are sent to:
  - A. FM Operations Manager (Safety & Training) who regularly assesses corrective actions through TMA and ensures timely completion.
  - B. Medical Management
  - C. EBO