

Accident Reporting and Investigating Procedures

Supervisors are required to investigate all accidents as well as incidents that could have resulted in an accident. Incidents are near misses or close calls where actual loss is narrowly averted. Incidents warn that current work practices, job procedures, or working conditions may eventually result in loss. The thorough investigation of all accidents and incidents is an early and necessary step in preventing accidents.

Completion of the UW Incident Report serves as a report of the supervisor's investigation. Supervisors are required to state specifically on the Report the remedial measures that will be taken to prevent reoccurrence. EH&S staff review every Report and follow up with a more in-depth investigation on selected Reports. Organizational Health and Safety Committees are provided copies of the accident/incident reports related to their groups on a quarterly basis. Committee members review the reports and evaluate whether the reported corrective action is adequate.

All accidents and incidents must be reported in the department. Incident Reports for employees are completed in an Online Accident Reporting System (OARS) at <http://www.ehs.washington.edu/workplace/accident-and-injury-reporting>. When completed, please be sure to print and give a copy of the report to Ann Buscherfeld. We are required to maintain a file of all such reports in the department.

Anyone with a UW NetID can access the Online Accident Reporting System (OARS). Submit a report for near misses, hazardous conditions, and accidents or injuries involving employees, students, UW volunteers working on or off campus, or members of the public visiting campus.