



Accident/Incident Investigation

When an employee is injured, he/she must report his supervisor as soon as practical, at least before the end of the shift during which the accident occurred. An incident report is filled out by the supervisor then submitted to the Office of Risk Management. It is the responsibility of the employee to contact the Human Resources in order that an Employer's Report of Occupational Injury or Disease Form (DA 1973) can be completed.

After acquiring necessary medical aid for injured persons, the supervisor should follow the following steps investigating accidents:

- Notify Human Resource Office and Office of Safety & Risk Management.
- If possible, ask the person or persons involved to describe what happened. Do not fix blame or find fault; just get the facts.
- Survey the accident scene for information. Assemble any objects that might have contributed to the accident.
- Determine if there were any witnesses to the accident and get their accounts of the incident.
- Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
- Complete the Incident/Accident Investigation Form (DA 2000) found at gram.edu, Human Resources/Documents & Forms.

- Cooperate with Office of Safety & Risk Management to complete investigation.
- If injured person is a student, visitor, or non-employee, supervisors are to notify Office of Safety & Risk Management and complete Form (DA 3000) found at gram.edu, Safety & Risk Management.

Should you have any questions, please contact Ms. Quintina Harris at EXT. 3174.

Thanks.

Quintina Harris, Loss Prevention Coordinator

Office of Safety and Risk Management

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