

TUS Procedures for Accidents/ Incident Reporting & Investigation

1.0 Introduction

TUS is committed to preventing accidents and ill-health to staff, students & visitors. In this regard, TUS procedures are in place to ensure that any University accident or incident is reported & recorded. This reporting and recording will support TUS management undertaking any necessary follow up investigations and to prevent the potential for a similar occurrence. These reporting and investigation procedures and processes are also intended to maintain compliance with the statutory requirements set out in the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016). All TUS managers, staff, students, visitors & contractors are required to adhere to these procedures which will, not only ensure compliance with the Health and Safety Legislation, but also support the University investigating accidents, & analysing trends, in an effort to reduce the probability of accidents and incidents occurring.

2.0 Scope

This procedure applies to all persons employed by the University and any other person working at or visiting any TUS campus or building.

3.0 Definitions

University Accident

An event on any university campus which results in personal injury of person/s (e.g. TUS Staff, Student, Visitors). It also includes, accidents occurring off campus which are associated with University directed work activities.

University Incident (Property or Equipment Damage)

Incidents resulting in damage to University property or equipment.

University Incident (Near Miss)

An event that, while not causing injury or property damage, but had the potential for serious consequences.

University Incident (Dangerous Occurrence)

An occurrence arising from work activities as described in Appendix 1 of 'Guidance on the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016. (or S.I. No. 370/2016 - Safety, Health and Welfare at Work (General Application) (Amendment) (No. 3) Regulations 2016).

4.0 Responsibilities & Duties

This section sets out the responsibilities and duties of TUS Managers, Staff, Students and Visitors in relation to i) reporting, ii) completing accident/incident report forms, and, iii) investigation and implementing corrective measures.

4.1 TUS Management Responsibilities

For any accident or incident involving University Unit directed work activities or which takes place in any university internal/external area (e.g. a lab or a research facility or an external pedestrian campus area). Unless otherwise directed by University Senior Management, it shall be the responsibility of the University Unit Management, having control over the Units directed work activities and or having management control over the university associated internal/external area, to ensure that, i) all relevant university accident/incident reporting processes are completed, ii) the accident or incident is investigated, and, iii) any necessary corrective health & safety measures/actions are implemented. In summary, Unit managers need to : -

- I. Ensure the Incident/Accident Reporting Procedures have been followed correctly.
- II. Ensure the TUS Incident/Accident Report form is completed and submitted to the relevant TUS Campus Health & Safety Office.
- III. Investigate the Incident/Accident to determine cause, determine needed corrective actions & implement the corrective actions.
Unit managers should liaise with the Campus Health and Safety office for any needed accident/incident investigation support and submit any final investigation documentation to the H&S office for University document record purposes.

4.2 Staff/Students/Visitors Duties

All Staff, and students who witness a University Accident/Incident have a duty to report such events to one of the following : -

- Their direct line Manager or Supervisor or Head of Department,
- Their TUS Academic Supervisor
- Their TUS Student Health Centre (Note: - only if attending for First Aid)
- Their TUS Campus Health & Safety Office

All Accidents/Incidents must be reported to the relevant TUS manager as promptly as possible and should be within 24hrs.

5.0 Procedures to Follow for Reporting Accidents & Incidents

TUS management, staff, students, visitors and contractors should follow the steps below to ensure accidents and incidents are reported to the relevant TUS manager.

These steps cover reporting for, A) Workplace Accidents/Incidents, or B) University Accidents/Incidents involving visitors/Contractors/ Service Providers, and, C) Accidents occurring while participating in a University Sporting activity: -

A) Workplace Accidents & Incidents

University Accidents or Incidents involving Staff & Students must be reported as soon as possible to one of the following:

- i. Their TUS line Manager or Supervisor
As an example, staff who witness an accident or incident occurring in their university work area must report it to their direct line manager.
- ii. Their TUS Academic Supervisor
As an example, a student who suffers an injury as a result of an accident or who witnesses an accident or incident occurring in their university academic department must report it to their Academic Head of Department or academic supervisor (e.g. lecturer).
- iii. The Campus Student Health Centre
As an example, a student who suffered an injury as a result of an accident on campus and who is attending the student health centre for First Aid treatment should report the accident to the University Nurse.

Note : - Whichever University officer/representative is first to be informed, they must also ensure the relevant university Line manager is also informed, so that the accident/incident form may be completed and submitted and to support any needed follow up investigation.

B) Accidents involving Visitors/Contractors/Service Providers

The TUS manager or supervisor responsible for inviting any of the above persons, companies, service providers to TUS will in the event of any of one of them being involved in an accident or incident on any TUS campus or property, shall complete and submit the incident report form to the TUS Health and Safety Office.

C) Sporting activity accidents, which result in a sports injury

For University sports activities performed under the direction of, or in conjunction with, A TUS Sports Department, Club or Society. Where any accidents occur during the performance of such activities and which result in a personal injury that require follow on medical treatment beyond any First Aid provisions at the event/activity, (e.g. the need to attend Hospital A&E) then these accidents should be reported as follows: -

- i. Any member of staff, student or visitor (i.e. in most cases this will be the witness to the incident) should report the incident having occurred, to the relevant coach or organiser of the sporting event/activity. The coach or organiser of the sporting event/activity must subsequently report the accident to the Campus Sports Department.
- ii. The Manager for the TUS Campus Sports Department or TUS Campus Society Officer must ensure the TUS Incident/Report form and Insurance claims forms are prepared and retained.

6.0 Procedures to Follow for Completing & Submitting Accident & Incident Report Forms

The TUS Manager or Supervisor in charge of the TUS Unit or University area where the Accident or Incident occurred, is responsible for ensuring the Accident/Incident Report Form is completed and submitted to the University. Managers should follow the steps below to ensure form are completed and submitted correctly: -

1. The relevant TUS manager should obtain a copy of the TUS Accident/Incident Report form, complete and sign it (i.e. with the assistance of any witness to the incident).
2. The Manager for the relevant TUS Unit must ensure that the completed form is submitted to the relevant TUS H&S office within 24 hrs of the incident taking place or as soon as possible. A copy of the form must also be issued to the Office of the Vice-president of Finance & Corporate Affairs (i.e. for Insurance purposes).

If in doubt, any member of staff, student or visitor can report the Accident/Incident to the local Campus Health & Safety Office.

7.0 Accident & Incident Investigation

The purpose of the accident investigation is to identify the causes of the accident, determine and implement corrective measures to prevent a re-occurrence. For example, an investigation can identify required corrective measures such as specific safety training, or needed improvements to unsafe systems of work.

Accident/incident investigation should be documented in writing and a TUS Accident/Incident Investigation form is available on the web and from the Campus H&S Office, it is designed to support TUS managers undertaking the investigation.

The relevant campus Health & Safety Office is available on request to support the investigation process but it remains the responsibility of the relevant TUS Unit Manager to implement any necessary corrective measures. In cases where the relevant manager is recommending corrective action that will require material changes or alteration to any University Infrastructure, the manager must liaise with the University Estates office to ascertain feasibility of such infrastructure proposals (e.g. cost of corrective measures) prior to seeking TUS senior management approval. All staff, and students are obliged to co-operate with such investigations and to provide any information which may be useful in establishing the circumstances surrounding an accident or incident.

4.1 TUS Management Responsibilities for Accident/Incident Investigation

In the event of an any accident or incident occurring in a TUS Unit or involving the Unit's work activities, it will be the responsibility of the Manager for that Unit to undertake a follow up, Health and Safety Investigation and implement corrective actions.

The purpose of the investigation is to determine the cause of the accident/incident and determine what corrective actions are needed to prevent a similar re-occurrence. As an example, a follow up investigation can identify required corrective measures such as specific safety training, or needed improvements to unsafe systems of work.

The following steps are intended to support Unit managers undertaking Accident/Incident investigation in accordance this TUS Policy :-

1. The Unit manager should ensure that the Accident or Incident has been correctly reported to all relevant TUS Officers and that the accident/incident report form is completed and submitted to the H&S office.
2. The Unit manager should undertake the accident/incident investigation and can follow the follow and complete the Accident/incident investigation form which supports, information & evidence gathering, analysing contributing factor, determining potential causes and support documenting corrective actions.

3. The Unit manager should liaise with the Campus Health and Safety Office for any needed accident/incident investigation support and submit a copy of the final investigation report documentation to the H&S office for the purpose of University document record retention purposes.

8.0 Reporting to Health & Safety Authority (HSA)

In compliance with legislative requirements, the reporting of Accidents and Dangerous Occurrences to the HSA will be completed by the Local Campus Health & Safety Office as follows: -

General injuries involving employees

Accidents, where an employee is injured at a place of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident. *(Note: - It is the responsibility of the TUS campus HR department to keep all relevant TUS parties up to date in relation to a staff member's absence from work, due to a workplace accident).*

General injuries involving students and members of the public

Accidents related to any TUS directed work activity where a student, visitor or contractor sustains an injury and requires or receives treatment from a registered medical practitioner (i.e. a registered Doctor or visit to hospital A&E department). Accidents related to medical treatment or pre-existing medical conditions are not reportable.

Road traffic/vehicle accidents involving employees

Accidents where an employee is injured while driving or riding in a vehicle in the course of work, and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.

Road traffic/vehicle accidents involving members of the public

Road traffic accidents are only notifiable if there is a road collision involving a TUS employee driving for work and a member of the public driving a car. The member of the public is injured and required to be taken to and treated in hospital or medical facility.

Dangerous Occurrences

Certain Dangerous Occurrences must be notified to the HSA regardless of whether an injury is sustained or not. Reportable dangerous occurrences are listed in Appendix 1 of the Regulations 2016 (S.I. No. 370 of 2016). The University will report all dangerous occurrences to the HSA in accordance with these Regulations. *(Note: - Examples of reportable dangerous occurrence include the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment)*

Serious Accident

In the event of a serious accident, the TUS Health & Safety Office will liaise with the HSA and Gardaí regarding the reporting and investigation of the accident. It is critical that the scene is not disturbed except where action is necessary for securing the safety of any person.

References:

1. *Guidance on the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016*