

Safety Committee. The Health and Safety Committee will meet to analyze these records and make recommendations on increasing efficiencies of the program. All such recommendations will be presented to the Risk Management Committee for review and approval. Any such changes will be communicated in writing to all employees.

- 4.) All information produced in the program evaluation will be available for review by the SERMA Program Evaluator and employees of Frostburg State University. Based on this review and the additions and/or modifications will be recommended to be implemented as necessary.

(Internal)

PN 3.050

ACCIDENT INVESTIGATIONS

Accident investigations are conducted to identify causative factors, trends and patterns and for establishing the facts surrounding an accident. Near misses are investigated as thoroughly as actual accidents because they are an indication that an unsafe condition may exist.

All accidents and near misses are to be reported immediately to the next level of supervision. The first concern will be for the employee's physical well-being. As soon as possible thereafter, an investigation will officially begin with the completion of the Employee's First Report of Injury and the Supervisor's Report of Employee's injury. An Accident Investigation report will be completed by the Supervisor. The Office of Human Resources Safety Officer will train and assist supervisors in the accident investigation process. Accident Investigation Reports are essential to the Risk Management Program because they help to identify causes and contributory causes of accidents and may be used to recommend corrective actions. It is important that all key facts about an accident be obtained so that the accident reports will be accurate. In order to determine the cause of the accident it is important to answer the key questions of who, what, when, where, why and how.

For serious accidents, the immediate area in which the accident occurred will be secured and inspected by the University Police. Physical evidence will be collected, diagrams will be drawn or photographs taken as necessary. Witnesses will be interviewed and their written statement will be prepared as soon as possible.

The Health and Safety Committee will review accident investigations at its monthly meetings, identifying frequent victims, determining if sufficient information is gathered and whether the procedures for planned accident investigations are being carried out correctly and completely. Recommendations

for specific, practical and effective corrective actions will be generated, evaluated, and submitted to the appropriate authorities for approval and implementation. If fraud is suspected at any time during an accident investigation, the Claims Department of the injured Workers' Insurance Fund will be notified.

(Internal)