

ACCIDENT ANALYSIS:

All incidents and accidents involving PPS employees, that occur while on-the-job, must be reported to Risk Management via the 24/7 Workplace Incident or Injury Reporting Line (1-844-264-5042). This includes work-related illnesses, as well as injuries. Following a supervisor's notice of their employee's incident or accident, the supervisor shall complete the Supervisor's Accident Analysis report.

This process is required by Oregon Occupational Safety & Health Administration (OSHA) and supported by school board policy [5.10.110-P](#).

Definitions:

- Near Miss = an incident on-the-job where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.
- Incident = an event on-the-job that may result in personal injury or property damage, but does not require medical treatment beyond first-aid.
- Accident = an event on-the-job that results in personal injury/illness or property damage, and results in medical treatment beyond first-aid.

Purpose:

First and foremost, the District's number one goal is to ensure the safety of everyone who uses our facilities.

Pursuant to [OAR 437-001-0760](#) each employer must investigate every lost-time injury that workers suffer in connection with their employment, to determine the means that should be taken to prevent recurrence. The employer must promptly take corrective measures indicated or found advisable, which are within the District's available resources.

Procedure:

When an employee has sustained an on-the-job injury or illness, the employee must immediately notify his or her supervisor in-person, via telephone call, voicemail or e-mail. The employee and their supervisor should promptly discuss the details of the incident.

The procedure for a supervisor following an employee's involvement in an on-the-job injury or accident is as follows:

Supervisor's Accident Analysis

- Following all industrially related incidents, accidents or illnesses, all PPS employees must immediately report the event to their supervisor.

- When an employee has sustained an injury or illness as a result of their employment, they must call the 24/7 Workplace Incident or Injury Reporting Line (1-844-264-5042) as soon as possible.
- Within one business day (but not more than five business days) of the supervisor's knowledge of an on-the-job incident or accident, he or she must complete the [Supervisor's Accident Analysis](#).
- It is recommended that the supervisor speak with any witnesses and obtain their written statement for submission to [Risk Management](#).
- A copy of the completed Supervisor's Accident Analysis report should be submitted via e-mail to the Risk Management department at riskcomp@pps.net, along with any photographs of the scene/site, written statements, interview notes, etc.
- If the accident analysis report for a lost-time injury is not received within five (5) business days from the supervisor's knowledge of an incident/accident, the Risk Management department will be in contact with the supervisor to ensure the report is completed as soon as possible.

Corrective Action Review

- Following the receipt of the completed Supervisor's Accident Analysis report, if not already completed, the Risk Management department will forward an electronic copy of this report to the employee's department manager or school administrator.
- The department manager, school administrator or their designee will evaluate the data provided on the Supervisor's Accident Analysis report and complete the Corrective Action Review and Follow-up report (page 2 of the analysis report).
- Based on the Corrective Action Review and Follow-up report, the manager or school administrator will promptly facilitate work-orders and/or notify the appropriate parties of any actions that the District intends to undertake to prevent recurrent injuries.
- A copy of the completed Corrective Action Review and Follow-up report should be e-mailed to the Risk Management department at riskcomp@pps.net.
- Necessary work-orders and/or actions are to be completed in a timely manner. An individual designated on the Corrective Action report is responsible to monitor follow-up, to ensure all agreed upon actions have been completed in the specified timeframe.

The Risk Management department is available to assist with problem solving regarding resources and processes as it pertains to recommendations for corrective action following an incident/accident. Please let us know if you require additional face-to-face training or have questions that can be addressed via telephone call or e-mail.

It is important to remember that our site-based safety committees are an important part of the safety process, District-wide. A safety committee's knowledge of their buildings, staff, students and volunteers enables the Risk Management and Facilities departments to further identify trends that may assist us in mitigating, stopping and/or preventing injuries. You can access safety committee materials on the Risk Management [website](#).