



Facilities Services Incident Reporting Procedure

January 2024

The Facilities Services division at Salt Lake Community College (SLCC) strives to provide a safe work environment. Sometimes despite our best efforts, an environmental, health and safety (EHS) incident may occur. An EHS incident can be defined as one of the following:

- Near Miss Incident – an unplanned event which could have resulted in injury, property or environmental damage but didn't.
- Injury –bodily harm that was a result of unplanned or unwanted event and requires medical care by licensed medical provider at a medical clinic, Doctor's office, or hospital.
- Environmental Incident – an unplanned event that may cause harm or potential harm to people or the environment.
 - Any spill of a hazardous liquid or substance that has the potential to enter a storm drain or sewer drain must be reported.
 - Any spill of hazardous material that could cause death, serious injury, major property damage, evacuation, closure of a major highway, aircraft flight path altered, pollution of a water body, release of infectious substance, or continuing danger to life must be reported.
- Property Damage Incident – damage to any SLCC owned or leased property, whether accidental or otherwise.

Employee Section:

For Incident or Injury While at Work

*Report any incident or injury, as defined above, to your supervisor within 30 minutes unless you are incapacitated. If you are incapacitated, contact your supervisor as soon as possible or have someone do so for you.

*Get Treatment – If you need care by a licensed medical provider go to a **Work Med Location** (see below for locations)

*Go to the Emergency Room for loss of limb or life-threatening situations.

Employees who are involved in one of the aforementioned incident definitions are required to do the following in this order:

1. For incidents involving life or limb threatening situations immediately contact emergency medical services by immediately contacting 911. If you are in doubt if an incident is life threatening, always err on the side of caution and call 911.
 - a. For life and limb threatening injuries the employee shall be taken to the nearest emergency department by EMS.
 - b. For non-life-threatening injuries, the employee shall be taken to the nearest Work Med location.

Work Med Locations:

1685 W. 2200 S., SLC, UT 84119

Phone: 801-972-8850

Hours: M-F 7:30 AM – 7:00 PM

201 East 5900 South #100, Murray, UT 84107

Phone: 801-288-4900

Hours: M-F 8 AM – 5 PM

1091 W. So. Jordan Parkway, Suite 500, South Jordan, UT 84095

Phone: 385-887-7200

Hours: M-F 8 AM – 5 PM

3. If a non-life-threatening injury occurs after the hours listed above for the Work Med locations, the injured employee, if possible, should wait until the next day to be seen at a Work Med location. If the injured employee cannot wait until the next day, they should be taken to the emergency room. After EMS arrives or when released by the 911 operator immediately contact your direct Supervisor and tell them what has happened.
4. The employee involved in the incident must complete the Worker's Compensation Report Form within 24 hours of the incident or injury, if physically able. If the employee is not physically able to complete the form, the supervisor of the employee should assist in completing and submitting the form. The office of Risk Management or the EHS Manager should be consulted for any questions. You can access this form by clicking on this link > <https://webforms.slcc.edu/Workerscomp/Employee/injuryreport.aspx> or visit SLCC Risk Management Workers Compensation
5. For near miss incidents, environmental incident or injury incidents not requiring care by a licensed medical provider the employee must complete the incident report form within 48 hours. You can access this form by clicking on this link or visit SLCC Risk Management Workers Compensation (incident report form). > <https://webforms.slcc.edu/riskmanagement/incidentreport/incidentform.aspx>.

Supervisor Section:

1. Notification to Facilities Services Senior Management, the EHS Manager and Risk Management may be done by text messaging, email messages and/or telephone calls. In all cases the Supervisor is required to receive confirmation from the appropriate personnel that they have been notified of the incident.
 - a. The Supervisor shall notify Facilities Services senior management up to and including the Associate Vice President of Facilities Services.
 - b. The Supervisor shall notify the Environmental Health and Safety (EHS) Manager.
 - c. The Supervisor shall notify the SLCC Risk Management department.
 - d. These notifications made by the Supervisor must occur as soon as possible or within four (4) hours of being notified.
 - e. If the injured employee is physically unable to complete the worker's compensation form, the employee's Supervisor shall complete the form by visiting SLCC Risk Management Workers Compensation.

2. Investigation of Incident: When an investigation of the incident is deemed necessary by the office of Risk Management or the EHS Manager , the Supervisor shall assist in gathering and providing information related to the incident. This is to be done under the direction of the the office of Risk Management or the EHS Manager .

It is extremely important for incidents to be reported in a timely manner to the Environmental Health and Safety Manager, Workers Compensation, and Risk Management for several reasons.

1. Utah law requires that all serious injuries must be reported to Utah Occupational Safety and Health (UOSH) within eight (8) hours. It is the Safety Manager's responsibility in conjunction with Risk Management to contact UOSH in the event there is a serious injury.
2. The incident must be investigated to determine root cause(s) and what appropriate corrective actions must be implemented.
3. Incident reports can be tracked to look for trends that might help identify dangerous conditions or behaviors to prevent future incidents.
4. The incident causes and corrective actions need to be shared with other departments to prevent a similar incident from occurring in the future.