

Incident and Accident Reporting and Investigation

March 13, 2017

- Purpose
- Definitions
- General Reporting Guidance
- Electronic Submission of Forms
- Specific Reporting Requirements
- Summary

- Ensure compliance with State of Louisiana Office of Risk Management (ORM) requirements for incident and accident reporting and investigation.
- Determine the root cause of incidents and accidents so that action may be taken to reduce the likelihood of re-occurrence.
- Note that hyperlinks are used in this training. Use them to access more detailed information.

An **Incident** is an unplanned or “near-miss” event that could have caused personal injury or property damage.

An **Accident** is an undesired event that results in personal injury or property damage. Even “minor” injuries (cuts or sprains) are considered accidents.

A **Motor Vehicle Accident** is any incident in which the vehicle comes into any contact with another vehicle, person, object, or animal that results in death, personal injury, or property damage, regardless of: who was injured, what was damaged or to what extent, where it occurred, or who was responsible.

- Report all incidents and accidents, no matter how minor. Performing a root cause analysis on a “near miss” or an accident can provide valuable information that could prevent a future accident.
- The state directs the use of three forms for reporting:
 - **DA 2000**, Employee Post Incident or Accident Analysis - - for employees.
 - **DA 3000**, Visitor /Client Post Incident or Accident Analysis - - for visitors, contractors and students.
 - **DA 2041**, Louisiana State Driver Safety Program Accident Report - - for employee vehicle accidents while driving on official business.
- Submit reporting forms within five calendar days. The exception is for vehicle accidents; they must be reported within 48 hours.
- The supervisor should complete the reporting forms. However, due to time constraints on reporting motor vehicle accidents, the DA 2041 can be submitted by the employee or the supervisor.

- Submit forms electronically via the ***Incident and Accident Reporting*** web page.
- University Police does not need to be contacted unless the accident involves Emergency Medical Service response. For vehicle accidents, contact University Police if the accident involves an LSUHSC-owned vehicle, occurred on LSUHSC grounds, or involved an injury or death.
- Report any incident or accident involving recombinant DNA to the Biological Safety Officer immediately. If necessary, this will allow LSUHSC to report the incident or accident to the National Institutes of Health within their prescribed timeline.
- If an accident involves serious injury, death, or significant property damage, the supervisor shall notify senior leadership.

The next five slides describe how to access the ***Environmental Health and Safety (EHS)*** web site so that you can submit the appropriate incident or accident report electronically.

Access the EHS website from the Health Sciences Center home page www.lsuhsoc.edu.



Click [MyLSUHSC](#)

- Information For
- Faculty
- Researchers
- Residents
- Staff
- Students



Citrix	Compliance	Dining	Discounts	Emergency Prep.	Events / Signage	Facilities
Forms	Help Desk	Human Resources	Intranet	Library	Mobile Access	Moodle
Office 365	OWA Email	Pay Pw	Police	Policies	Self Service	Wellness Center

Click [Facilities](#)

- Property and Facilities Management
- Environmental Health and Safety
- Facility Services
- Project Management and Engineering Services



"Submit a Service Request"



PROPERTY AND FACILITIES MANAGEMENT

Welcome

The Office of Property and Facilities Management, under the leadership of the Associate Vice Chancellor, is responsible for the planning and administration of all property and facility operations and maintenance for LSU Health Sciences Center - New Orleans. The office provides oversight of the planning of space and property, capital budgeting, construction management, and building management to include renovations, maintenance, and repair of University buildings and facilities; and the provision of utilities, grounds care, custodial, trash collection, recycling, and other services.



Phone: (504) 568-7716
Fax: (504) 568-5575

Mission:

By providing quality property and facilities maintenance, construction management, and services, this office is dedicated to offering our students, faculty, and staff a clean, reliable, and safe environment conducive to the Health Sciences Center's overall goal of providing quality education, research, patient care services and community outreach.

Administration

- John Ball, Associate Vice Chancellor, at jball@lsuhsc.edu or 504-568-4500.
- Rayza Carballo, Assistant Director of Administrative Affairs, at rcarba@lsuhsc.edu or 504-568-4500.
- Kenneth Sagnibene, Business Manager, at ksagni@lsuhsc.edu or 504-568-7716.

Environmental Health and Safety

- Robert Fahey, Executive Director, at rfahey@lsuhsc.edu or 504-568-6585.

Facility Services

- Steven T. Zimmerman, Director, at szimm1@lsuhsc.edu or 504-655-7673.

Project Management and Engineering Services

- Kirk Deslatte, Associate Director, at jdesla@lsuhsc.edu or 504-568-2091.

Click [Environmental Health and Safety](#)

- Once at the EHS website, click [Incident and Accident Reporting](#).

LSU Health
NEW ORLEANS

Careers | Contact | Donate | Quicklinks ▾
Patient Care

Allied Health Professions Dentistry Graduate Studies Medicine Nursing Public Health

Monday, March 13, 2017 9:20 AM | 60°F

ENVIRONMENTAL HEALTH AND SAFETY

Welcome

Welcome to the Environmental Health and Safety Department website. The LSU Health Sciences Center is committed to providing a safe and healthy environment for all faculty, staff, students, and visitors; and conducting its mission in compliance with all applicable environmental health and safety laws and regulations. Our department supports that effort through safety assessments; assisting with the identification, evaluation and control of hazards; education; training and inspections.

For emergency situations, such as a chemical spill, contact the University Police at 568-8999; University Police will then contact us to respond. For hazardous waste pickup, use the [Facility Services Work Request System](#). For routine matters, please contact our staff directly:

- Bob Fahey, Executive Director, at rfahey@lsuhsc.edu or 504-568-2851.
- James Davis, Radiation and Fire Safety Officer, at jdavis3@lsuhsc.edu or 504-568-4952.
- Darren Burkett, Industrial Hygienist, at dburk2@lsuhsc.edu or 504-568-2324.
- Taylor Kriete, Chemical and Biological Safety Officer, at tkriet@lsuhsc.edu or 504-568-6586.
- Jenna Wright, Driver Safety Program Administrator, at jwrig9@lsuhsc.edu or 504-568-4500.

Location Information

450A South Claiborne Avenue
New Orleans, LA 70112
phone: (504) 568-6585
fax: (504) 568-5185
email: safety@lsuhsc.edu

- On Incident and Accident Reporting page, click on the desired form.

Incident and Accident Reporting

Timely reporting and thorough investigation of incidents or accidents are critical to preventing repeat occurrences. An accident is an unplanned event that causes personal injury or property damage. An incident is an unplanned, or 'near miss', event that could have caused personal injury or property damage.

The tab on the left contains the complete "[Incident and Accident Reporting and Investigation Policy](#)", which provides details on responsibilities, reporting and investigation. To facilitate the reporting of incidents or accidents, please use the on-line reporting forms below, which allow you to save the report and email it to the appropriate LSUHSC departments.

Quick instructions:

- Simply select the correct form below, fill out completely, then select the "SAVE & EMAIL" button at the bottom of form.
- You will then be prompted to save the form to your computer.
- Next, your Adobe program will ask to use your default email application (Microsoft Outlook). Click on continue and a email will automatically be generated for you to then send.

All incidents and accidents must be reported within five calendar days; vehicle accidents must be reported within 48 hours.

Note that in addition to the guidance below, if any accident results in an Emergency Medical Service response, contact University Police. University Police should also be contacted for vehicle accidents if the accident involved an LSUHSC-owned vehicle, occurred on LSUHSC grounds, or involved injury or death.

Except in the cases of visitors, contractors, and students outside of the classroom as described below, University Police does not need to be contacted for minor accidents.

If you have any questions or need technical assistance, contact Jim Davis, Safety Officer, at jdavis3@lsuhsc.edu or 504-568-4952.

On-Line Reporting forms:

- For an employee incident or accident, supervisors will complete and submit the [DA 2000 form](#), to include determining the root cause of the incident or accident.
- For employees that incur medical expenses as a result of a work-related accident, supervisors will complete and submit the [DA 1973 form](#) as well as a [DA 2000 form](#).
- For a student incident or accident in the classroom/laboratory, instructors will complete and submit the [DA 3000 form](#).
- For a student incident or accident outside of the classroom/laboratory, notify University Police, who will visit the scene and complete and submit the [DA 3000 form](#).
- For a incident or accident involving a visitor or contractor, notify University Police. University Police will visit the scene and complete and submit the [DA 3000 form](#).
- In the event of an automobile accident while driving on official business, complete the Auto Accident Report [DA 2041 form](#) and submit within 48 hours (this includes weekends - - e.g., a vehicle accident that occurs at 4:00 P.M. on Friday must be reported by 4:00 P.M. on Sunday). Alternatively, to expedite submittal if the DA 2041 has been completed by hand, it may be scanned and emailed to DA2041@lsuhsc.edu and claimopening@fara.com. The DA 2000 form is not required for automobile accidents.

- Fill out forms completely, including the electronic signature.

20. WAS THE CLAIMANT AUTHORIZED TO BE IN THIS AREA Y N

21. DID ANY EMPLOYEE OBSERVE ANYTHING BEFORE/AFTER THAT IS REVELANT TO THE ACCIDENT Y N IF YES, WAS
A STATEMENT OBTAINED AND ATTACHED Y N

22. DID THE SUPERVISOR OR AGENCY SAFETY OFFICER RECEIVE A REPORT OF ANY OBSERVED CONDITIONS? Y N

23. WERE PICTURES TAKEN AND ARE THEY ATTACHED TO REPORT? Y N

24. NAME AND POSITION OF EMPLOYEE FILLING OUT THIS REPORT

"Electronically signed by":

Dr. Joe Smith, Professor

July 17, 2014


DATE

**KEEP COMPLETED FORMS ON FILE AT THE LOCATION
WHERE INCIDENT/ACCIDENT OCCURRED**

FORM DA 3000
REVISED 07/2011

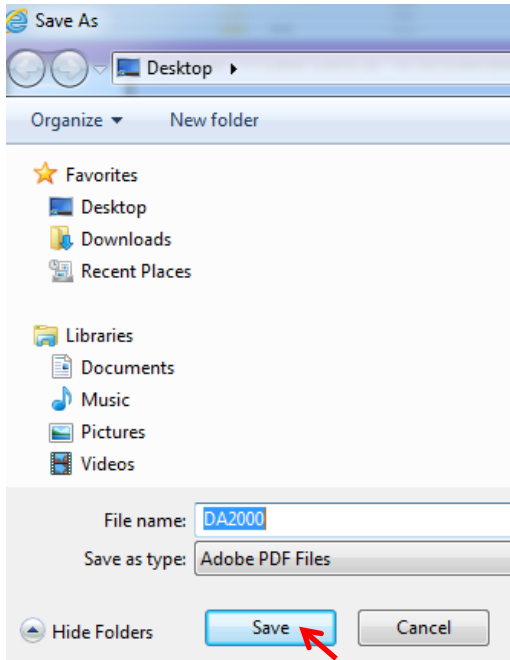
This form is prepared for internal use only and is prepared in
anticipation of litigation.

Save & E-mail

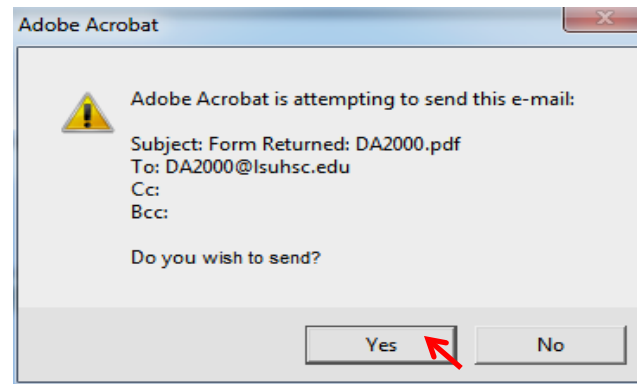
Page 2 of 2 

- Once finished, click on “Save & E-mail” icon at bottom of form.

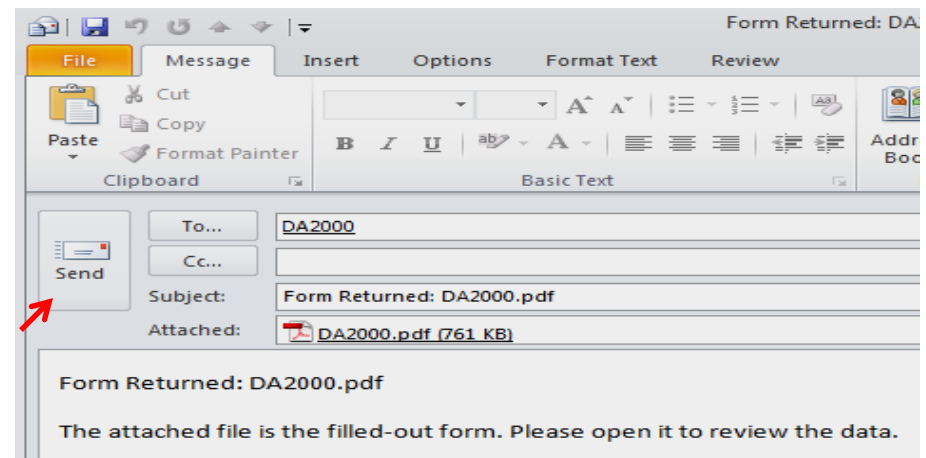
- Then, you will be asked to save a copy of this file.



- Next, your Adobe program may ask to continue or allow to send this e-mail. Select yes and an email will be generated.



- Click send and your email will be sent to the proper individuals.



The next six slides provide information on reporting and submitting the incident and accident reports for:

- Employees
- Students
- Visitors or Contractors
- Vehicle Accidents

- Seek immediate medical attention if required. Note that University Police does not need to be contacted unless the accident involves Emergency Medical Service (EMS) response.
- Report the incident or accident to your supervisor.
- The supervisor will complete and submit the **DA 2000** form within five calendar days.
- If the accident results in medical expenses, the supervisor completes and submits the Office of Workers' Compensation **DA 1973** form. For more information see **Workers' Compensation page**.
- Note: Completion of the DA 2000 is required even if a DA 1973 is also submitted.

- A basic failure of many accident investigations is that they identify and correct only the immediate causes, or symptoms of an accident. “Human error” is often listed as the cause of the accident, when in fact the underlying cause is often more complex, such as lack of proper training or lack of standard operating procedures.
- Accordingly, completion of the root cause analysis portion of the **DA 2000** form is critical. Determining the true root cause and taking corrective action will help prevent a re-occurrence.

- Seek immediate medical attention if required.
- If the event occurs in the classroom or lab, the instructor will complete and submit the DA 3000 form within five calendar days.
- If the event occurs outside the classroom or lab, notify University Police. University Police will then respond and complete and submit the DA 3000 form.
- Although a Root Cause Analysis is not required for incidents and accidents involving students, the responsible party should investigate and take appropriate action.

- The escort or sponsor should assist in obtaining medical assistance if required.
- Notify University Police. University Police will then respond and complete and submit the DA 3000 form.

- Call the local Police to report the accident and obtain a traffic accident report when available. If the accident involves an LSUHSC-owned vehicle, occurred on LSUHSC grounds, or involved an injury or death, notify University Police at 568-8999 or 568-8270.
- Complete and submit an **on-line fillable DA 2041 form** within 48 hours, weekends included (e.g., if the accident occurs at 4:00 P.M. on a Friday, you must submit the DA 2041 by 4:00 P.M. on Sunday). Alternatively, to expedite submittal if the DA 2041 form has been completed by hand, it may be scanned and emailed to **DA2041@lsuhsc.edu** and **6410StateofLouisiana@sedgwickcms.com**.

- Include a copy of the local police traffic accident report with the DA 2041 submission. However, if the local police traffic accident report is not immediately available, submit the DA 2041 without it and follow-up later when received. Due to the time constraints on reporting, the DA 2041 can be submitted by either the employee or the supervisor.
- To facilitate timely completion of the DA 2041, keep a hardcopy of the **Vehicle Accident Reporting Quick Guide** in your vehicle.
- Completion of the DA 2000 form is not required for vehicle accidents.

- Report all incidents and accidents no matter how minor. Performing a root cause analysis on a “near miss” can provide valuable information that could prevent a future accident.
- Use the proper form depending on who was involved in the incident or accident. For incidents and accidents involving employees, the reporting forms should be completed by the supervisor.
- Submit the forms electronically via the EHS web site within five calendar days. The exception is for vehicle accidents; they must be reported within 48 hours.
- University Police does not need to be contacted unless the accident involves Emergency Medical Service (EMS) response. For vehicle accidents, contact University Police if the accident involves an LSUHSC-owned vehicle, occurred on LSUHSC grounds, or involved an injury or death.

- See the “*Incident and Accident Reporting and Investigation Policy*” for more information.
- For questions or assistance, contact Jim Davis, Safety Officer, at *jdavis3@lsuhsc.edu* or 504-568-4952.