

LAC+USC MEDICAL CENTER SAFETY POLICY

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Subject: ACCIDENT REPORTING AND INVESTIGATION		Original Issue Date: 1993	Policy # SP 101
		Supersedes: March 2019	Effective Date: March 2022
Departments Consulted:	Reviewed & Approved by: (Signature on File) Safety Officer	Approved by: (Signature on File) Director, Facilities Management	

PURPOSE

To ensure proper accident reporting and investigation.

POLICY

The LAC+USC Medical Center shall investigate all accidents involving employees, patients, or visitors.

PROCEDURE

Accident investigation and reporting protocol shall include the following:

Accident Investigation

- Evaluation for the cause of the accident.
- Analysis of facts and conclusions.
- Accident prevention measures and corrective action taken.
- Completion and distribution of pertinent reports.

Accident Reporting

- Immediate notification of the accidents to proper authority.
- Property damage and accidents concerning visitors are documented by Sheriff's Department.
- Incidents concerning patients are reported via the UHC Safety Intelligence, managed by the LAC+USC Medical Center Risk Manager.
- Occupational Injury and Illness to employees are reported and investigated by supervision assisted by Safety Office, Epidemiology, and/or other departments or agencies as necessary.
- Incidents concerning volunteers are reported to the Volunteer Services office, which refers the volunteer for appropriate care.
- The Safety Office, or when necessary, the AOD, shall report immediately to the local Cal/OSHA District Office about any job-related incident in which an employee is hospitalized for more than 24 hours other than for medical observation, sustains a permanent injury or serious degree of disfigurement, or suffers a loss of any member of the body or death.

REVIEW/REVISION DATES – 02/99, 11/03, 07/04, 11/07, 12/10, 03/13, 03/16, 03/19, 03/22