# purpose

Clemson Universities Energy Innovation Center (EIC) is committed to the safety and health of its employees, faculty and guests by investigating any and all events that may have caused loss or almost resulted in loss. In addition, the hazard reporting process within this Standard Operating Procedure defines efforts to correct identified exposures. This is important to prevent exposures and incident recurrence. The following protocol is presently in effect and an effort of responding, resolving and reassessing will take place to assure effectiveness.

## Policy

It is the policy of the EIC to identify hazards and investigate unplanned events that resulted, or may not have resulted in loss (near miss, hazards). The effort is to determine the source or reasons for the event and hence the underlying causes.

To achieve this objective, it is imperative that all significant events, irrespective of the resulting injury or damage, be reported.

# Scope

The scope of this protocol is to outline actions to be taken when an employee, visitor, or contractor identifies a hazard or experiences an incident or near-miss on the EIC premises.

## Reference Standard

Occupational Safety and Health Administration: CFR 1910

# Definitions:

In order to avoid misunderstanding, the EIC has developed the following definitions:

Incident:any unplanned event that results in personnel injury or damage to property, building or equipment.

Near-Miss:an unplanned event which does not cause injury or damage, but could have done so. Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Hazard: A physical situation that causes danger, risk or peril. Something that is present that poses potential harm to a person or damage to property.

Reporting: Completion and dissemination of appropriate documentation that shows information useful in the process to control risk.

Anonymous Reporting: Reporting of a hazard using an electronic link concealing the reporter’s identity. The link is in the below section of this procedure.

# Procedure for reporting an incident or hazard

All incidents, near-misses and hazards shall be reported, however minor. To achieve this, the following process will be followed:

## Incident or Near Miss Reporting

**Immediate Action:**

1. Call 911 if necessary.
2. Obtain treatment for any injury from a first-aider or the local hospital.
3. Report the incident to the supervisor or manager and the safety manager immediately.
4. The supervisor must ensure that the area is made safe and poses no risk to other personnel.
   1. Where the incident results in a significant injury, the scene should be barricaded and left undisturbed until advised by the investigating authority.
5. An incident report form, [F-064-EIC Incident Report Form](https://clemson.sharepoint.com/teams/SafetySteeringCommitee/Shared%20Documents/Safety%20System%20Documents/Revised%20Policy/F-064-EIC%20Incident%20Report%20Form.docx), must be initiated by the person reporting an incident and/or supervisor.

**Within 1 Business Day:**

1. The supervisor must complete the initial assessment of the details of the incident report with the person completing it to assure accuracy.
2. The report shall be submitted to the Safety Steering Committee.
3. The Safety Steering Committee will make the determination if a safety stand-down is warranted.

**Incident Closeout:**

1. The safety manager will discuss the incident with the parties involved.
2. Findings from the report will establish target dates and the person responsible for each action item to prevent reoccurrence.
3. The person responsible is tasked with completing assigned action items and shall inform the safety steering committee of the completion of these items in writing.
4. The final incident report will be signed by the safety manager and supervisor and filed in the incident reporting bank.

## Hazard Reporting

**Immediate Action**

1. After someone identifies a hazard, the person identifying it should correct it immediately, making sure it can be corrected safely and easily prior to taking action.
2. If the hazard cannot simply be corrected, the hazard should be presented to the immediate supervisor.

**Within 48 Hours**

1. The supervisor should discuss the hazard with the employee and agree on a corrective action (permanent or temporary). The supervisor should provide adequate resources to correct the hazard safely.
2. The supervisor shall notify the Safety Steering Committee in writing of the hazard and corrective action.
3. If the supervisor and the employee cannot correct the hazard safely the hazard shall be added to the Safety Steering Committee Safety Risk Register.

## Anonymous Safety Hazard Reporting

Reporting a hazard, event or observation can be accomplished without reprisal. Using the below link, a completed report form will be forwarded anonymously to the safety steering committee so that the issue may be addressed. All reports received from this electronic method will be recorded on the risk register for action and closure.

The EIC Anonymous Hazard Reporting Tool fields:

* Location of Hazard
* Describe the Hazard
* Upload Picture of Hazard

EIC Anonymous Hazard Reporting Tool link:

<https://clemson.ca1.qualtrics.com/jfe/form/SV_bClcprZcbsorTxz>

# Reporting Procedure - Visitors / Contractors:

Any non-employee who experiences an incident or near-miss while on the premises must report the incident immediately to the person responsible for their presence on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that this procedure is followed.

The EIC management is responsible for notifying the Lowcountry Safety Manager of any incidents and/or near-misses involving visitors or contractors. The Lowcountry Safety Manager is responsible for notifying main campus of recordable incidents. The Lowcountry Safety Manager is responsible for notifying the contractor manager of any incidents and/or near-misses.

# Revision History

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| --- | --- | --- | --- | --- |
| Revision | Date | Summary of change | Author | Approver |
| A | 9/29/2020 | Initial issue | K. Rayburg  J. Curtiss Fox | Kurt Rayburg  Randy Collins  J. Curtiss Fox  Tom Salem  Jesse Leonard  Jim Tuten  Nancy LaFlair  Konstantin Bulgakov |
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