Are emergency services required?

Yes

Call 911 to reach emergency services at WSU-Pullman.

Pullman Fire or WSU PD arrives and takes command.

Notify individual’s supervisor, if applicable.

No

Submit online Incident Report as close to the time of incident as possible. 24-hour deadline.

Forward emailed copy of Incident Report to unit chair or director, unit safety committee chair, and CAS safety committee chair.

Did the incident involve a WSU employee?

Yes

Did the employee sustain serious injury?

Yes

Serious injury includes:
- Death
- Hospitalization (given a bed for an overnight stay)
- Amputation (to include partial loss of fingers/toes)
- Loss of an eye

No

Did the employee receive medical attention?

Yes

No

Was the employee unable to work the next full or subsequent shift(s) as a result of the injury or illness?

Yes

No

Was the incident a significant near-miss?

Yes

No

Supervisor must complete and submit a Supervisor’s Accident Investigation Report. 48-hour deadline.

Submit report to EH&S at sringo@wsu.edu.

Forward a copy of the Supervisor’s Accident Investigation Report to unit chair or director, unit safety committee chair, and CAS safety committee chair.

Provide the unit and college safety committees, EH&S and HRS with information as requested.

No

Supervisor’s Accident Investigation Report is not required. Provide the unit and college safety committees, EH&S and HRS with information as requested.

Anyone can submit an Incident Report on behalf of someone else, and anyone can submit an Incident Report on their own behalf. For WSU employees, however, an Incident Report is preferably submitted by the injured person’s supervisor.

Once submitted, a copy of the Incident Report is sent to the supervisor, EH&S, and HRS for documentation and follow-up.

Forward emailed copy of Incident Report to unit chair or director, unit safety committee chair, and CAS safety committee chair.

Submit report to EH&S at sringo@wsu.edu.

Provide the unit and college safety committees, EH&S and HRS with information as requested.

Rev. Nov. 2022