

**SUNY Polytechnic Institute**  
**ENVIRONMENTAL HEALTH & SAFETY**

<b>Document No.: EHS-026</b>	
<b>Title: Incident (Injury, Illness, or Close Call Event) Reporting and Prevention Program</b>	<b>Date: 3/7/2026</b>
<b>Revision No.: 2</b>	<b>Prepared by: Brian DeStefanis</b>

**I. PURPOSE**

To establish a procedure for reporting, investigating, and preventing work-related incidents (e.g., injury, illness, or a close call event that is safety-related)

To meet the injury, illness, incident and close call event prevention program requirements set forth by OSHA in [29CFR Subpart 1904](#).

To determine the root cause(s) of the incident through the incident investigation process and to implement corrective action(s) to prevent a recurrence.

To reduce and/or eliminate the direct and indirect costs of an incident to SUNY Polytechnic Institute (SUNY Poly) by identifying potential deficiencies in the workplace (e.g., behavior, conditions, procedures, processes, equipment, training) and addressing them.

**II. SCOPE**

This procedure applies to SUNY Poly’s employees and/or students who are involved in a work-related injury, illness or close call event (e.g., fire, chemical spill) while performing an activity or operation at the SUNY Poly campus.

Tenants, contractors and sub-contractors may comply with their own organization’s procedure provided that it meets and/or exceeds the minimum requirements set forth in this procedure.

**III. DEFINITIONS**

- A. Incident:** A work-related injury, illness, fatality, or close call event that is safety-related.
- B. Incident Investigation:** The process of investigating work-related incidents where the root cause(s) is determined and corrective action(s) are implemented to prevent incident recurrence.
- C. Direct Costs:** Include, but are not limited to, Worker's Compensation Insurance premiums and medical bills.
- D. Indirect Costs:** Include, but are not limited to, lost work time, damaged equipment and product, training a new worker, and loss of production.
- E. Close Call Event:** A safety-related incident (e.g., chemical spill, fires, slip/trip/fall hazards not marked) that could have caused an injury or illness but did not; also called a ‘near miss’.

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**F. Root Cause(s):** The underlying possible cause(s) of an incident such as, but not limited to, awareness of job hazards, level of training, level of inspection/maintenance.

**IV. RESPONSIBILITIES**

**A. *Supervisor / Instructor / Principal Investigator (PI)***

1. Must investigate any workplace incident involving their staff, complete the Supervisor's Incident Investigation Report (Injury, Illness, or Close Call Event) (**EHS-026 F2**) and follow-up with corrective measures to prevent incident recurrence.
2. Review the Employee Incident Report - CS 13 Report (**EHS-026 F1**) form completed by the employee and submit both forms to the EHS office.
3. Ensure the environment in which the incident occurred is safe for the Employee/Student(s) to resume/continue working.
4. Ensure medical attention is given to the person, as appropriate.
5. Ensure the incident (e.g., injury, illness) is reported to University Police (315-792-7111) and the appropriate reports are completed and distributed.
6. Ensure the corrective action(s) are completed in a timely manner.
7. Comply with the Worker Compensation Insurance Carrier and may, in some instances, have to appear in court to testify, if suit is brought against SUNY Poly.

**B. *Employees***

1. Employees include full- or part-time individuals including students (full- and part-time, student workers and work-study) who are compensated for their job activities.
2. The employee must report any work-related injury, illness or close call event immediately to their supervisor and call the University Police (315-792-7111).
  - a. The employee must complete the Employee Incident Report - CS 13 Report (**EHS-026 F1**) and email or submit a hard copy to their Supervisor. This report should be completed prior to the end of the shift that the incident occurred in and is due no later than 24-hours after the incident occurrence.
  - b. Ensure the form is submitted to the EHS office.
3. Immediately report work-related concerns such as potential hazards to their supervisor.
4. Participate in workplace inspections and incident investigations.

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5. Comply with the Worker Compensation Insurance Carrier investigating the claim.
6. Update Human Resources (HR) regarding medical status as required by HR.

**C. Environmental Health and Safety (EHS)**

1. Oversee and provide advice to the Supervisor / Instructor / Principal Investigator on incident investigations to ensure that possible root cause(s) and corrective action(s) have been identified and implemented.
2. Review the Report of Accident or Injury form CS-13 (**EHS-026 F1**) and the Supervisor's Incident Investigation Report (Injury, Illness, or Close Call Event) (**EHS-026 F2**) to ensure that the possible root cause(s) have been identified and that corrective action(s) are implemented.
3. Track incident investigation reports to closure and file reports in the EHS Injury/Illness Log.
4. Review incident reports on a regular basis to evaluate the campus and program's success in meeting safe workplace objectives. Initiate EHS program revisions and/or improvements, as needed. Assist Supervisors with corrective action remedies, if needed.
5. Assist investigations for work-related illnesses (e.g., cumulative trauma, inhalation exposures).
6. Work with Human Resources (HR) so that office has the necessary information to report any serious injury, illness, or fatality to OSHA/PESH as required.

**D. Witnesses**

1. Ensure that the appropriate personnel are notified.
2. Ensure that the incident is reported to University Police (315-792-7111).
3. Give their account of what happened to the Supervisor / Instructor / Principal Investigator, UP, HR, and/or EHS.
4. Comply with the Worker Compensation Insurance Carrier and may, in some instances, have to appear in court to testify, if suit is brought against SUNY Poly.

**E. University Police**

1. Assist the employee, supervisor, professor, tenant, and/or EHS regarding the reporting of incidents.
2. Assist Emergency Responders (e.g., Maynard VFD, Kunkel Ambulance), if off-site assistance is necessary, by making those arrangements and escorting the help to the incident.

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3. Provide Emergency First Aid medical assistance to injured and/or ill employees, students, or individuals on the campus.
4. Complete and forward any necessary reports regarding their involvement in an incident to EHS and HR staff as appropriate.
5. Isolate hazardous areas to ensure further incidents are prevented.

**F. *Wellness Center***

1. Provide First Aid medical assistance to injured and/or ill students as needed.
2. Assist the student in completing the Report of Accident or Injury form (EHS-026 F1 / CS-13).
3. Complete and forward any necessary reports regarding their involvement in an incident to EHS staff as appropriate.

**G. *Human Resources (HR) Department***

1. Complete all legal reporting requirements to OSHA/PESH and/or Worker Compensation Insurance Carrier, and any other relevant agencies.
2. Prepare OSHA 300 logs and PESH 900 logs as appropriate and post them in accordance with applicable regulations (OSHA 29 CFR 1904 - Recording and Reporting Occupational Injuries and Illness; PESH Part 901 - Recording and Reporting Public Employees' Occupational Injuries and Illnesses).
3. Assist the supervisor and EHS in incident investigations and closures, as appropriate.

**V. PROCEDURES**

**A. *INCIDENT REPORTING***

1. To report an incident (e.g., injury, illness or close call event), the involved party must contact University Police immediately (315-792-7111), as well as their supervisor.
2. University Police will initiate emergency response, if necessary, and proper documentation will be completed to record the incident.

**B. *RETURN TO WORK***

1. Pursuant to Human Resources policies and procedures, when applicable, employees may be required to provide HR with a note from their physician stating a date the employee can return to work.
2. Contact HR for more information on procedures to return to work.

**C. *MODIFIED WORK***

1. An employee may be placed on modified work by their physician or a medical provider. If this occurs, contact HR for further information.

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**D. STUDENT REPORTS**

1. Student injuries should be reported to EHS especially when the cause or contributing factors could lead to injuries of other members of the campus community. This would include but not be limited to:
  - a. Slips, trips, and falls that may have been at least partially caused by walking or working surfaces (e.g., icy sidewalks, broken stairs, potholes, cords across walkways, slippery floors).
  - b. Electrocutions on campus – even “minor” ones if related to campus facilities or equipment.
  - c. Burns caused by electrical hazards, lab work, hot work (e.g., welding, flames), lasers, other campus facility related sources (e.g., touching hot equipment surfaces).
  - d. Major injuries that involve Emergency Service response (e.g., UP, Maynard VFD, Kunkel Ambulance) – especially if it was related to campus activities or facilities.
    - i. Except sports injuries and vehicle accidents – unless the injured was a pedestrian.
  - e. Any injury occurring on-the-job on campus (except food service, vendors, and contractors since they are not SUNY Poly employees). Their employer remains responsible for their own injury reporting, but SUNY Poly should still be notified if campus conditions contributed. If the student is an employee of SUNY Poly (including work-study) a report is needed.
  - f. Any injuries related to use of equipment in academic settings or labs (e.g., machine tools, lab experiments, sharps).
  - g. Chemical injuries – especially related to labs (e.g., direct contact, inhalation).
  - h. Injuries or illness caused by employees or offices (e.g., ingestion of cleaning spray from unlabeled container, chemical spray exposure, tree limb hitting student, lawn mowing activity projectile hits student walking by, etc.).
  - i. Injuries during off-campus academic activities since discussion with faculty/instructor may be appropriate to prevent future injuries.
  - j. Injury from drone use or robots on sidewalks, hallways, classrooms.
  - k. Exposure to blood or OPIM (for recommendations and verification of circumstances – possible additional exposed or cleanup issues may need to be addressed).
2. Reports would not be required to be sent to EHS for:
  - a. Injuries from Athletic activities (in general) – unless SUNY Poly facilities caused the injury (e.g., backboard falls from ceiling during basketball game).

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- b. Injuries that were self-inflicted.
- c. Injuries that occurred off-campus (unless part of SUNY Poly employment).
- d. Injuries that occur to a person that have no obvious cause or contributing source so identification of response activities is unlikely (e.g., slipped on ice behind Oriskany walking down grassy hill – no walkway present, tripped over own feet – not caused by walkway).
- e. Vehicle Accidents – except those where the injured was walking.
- f. Student food service worker injuries occurring in the food service activity.
- g. Exposure to wildlife – bites from possibly rabid animal (e.g., feral cat or waking to bat in room). Wellness Center would provide follow-up with Oneida County DOH to ensure student follows proper post-exposure procedures (including possible ER visit for post-exposure prophylaxis).

**VI. REFERENCES**

- A. OSHA [29 CFR 1904 Recording and Reporting Occupational Injuries and Illness](#);
- B. PESH [Part 901 Recording and Reporting Public Employees' Occupational Injuries and Illnesses](#)
- C. *OSHA Hazard Communication Standard - [29 CFR 1910.1200](#)*
- D. *NYS Public Employee Safety & Health Toxic Substances Standard - [12NYCRR 820](#)*
- E. *OSHA - [Hazard Communication: Small Entity Compliance Guide for Employers That Use Hazardous Chemicals](#)*
- F. *Adapted from Hazard Communication / Right to Know programs at SUNY Geneseo, SUNY IT, NYCREATES/SUNY Poly, Hamilton College*

**VII. REVISION HISTORY**

Date	Revision No.	Description
Date: 3/7/2026	2	Complete revision/update for Campus.

**VIII. APPENDICES/FORMS**

- A. EHS-026 F1 – CS-13 - Report of Accident or Injury form
- B. EHS-026 F2 – Supervisor’s Incident Investigation Report (Injury, Illness, or Close Call Event)