APPENDIX 4

ACCIDENT REPORTING SYSTEM
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On July 1st, 2006, the University phased out the paper version of the Accident Report Form found in previous editions of the Chemical Hygiene Guide and replaced it with an Internet based application.

The new Accident Reporting System is similar to the paper version. The system has enhanced features to enable department heads or administrators to view the status of all current accidents reported by their department. Each department must designate an account administrator to establish who will be given rights to create accident reports for their respective departments. Access to the database requires an account from REHS or from the assigned Administrator for your department as well as a valid NetID. Instructions pertinent to use of this application are provided upon login.

Accident investigations are an integral part of the University's health and safety program. All accidents and "near miss" accidents must be investigated. Employees are required to report all accidents or "near miss" accidents to their supervisor immediately.

Supervisors are responsible for investigating all accidents, determining root causes, implementing corrective measures and performing follow up inspections to ensure that corrective measures were adequate.

To report, edit, or track accidents, log into https://halflife.rutgers.edu/accident/index.php.

For additional information and guidance regarding on the job injury and/or illness to employees, students, or the general public, review the University Emergency Action Plan contained within Appendix 2 of this Chemical Hygiene Guide or call REHS at (732) 445 – 2550 for assistance.