

## PURPOSE

- To further nurture and enhance the culture of safety at South Texas College by means of actively reporting and investigating incidents and near-misses.
  - To establish a centralized procedure to timely report incidents and near-misses.
  - To establish a process to investigate and document incidents and corrective measures taken to prevent or mitigate reoccurrence.
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## DEFINITIONS

- **Incident** – an unplanned event that results in personal injury, illness, or property damage (e.g. slips/falls, water leak in ceiling, skin abrasion/cuts, flood).
  - **Near Miss** – an event that could have resulted in personal injury or property damage but did not. Also known as a “close call” (e.g. a person slipping on a water puddle, but does not actually fall and sustain injury).
  - **Property** – College-owned buildings, furniture, equipment, vehicles, fixtures, etc.
  - **Reporting Party** – an individual that was involved in, observed, or discovered an incident, near-miss, or safety hazard.
  - **Safety Hazard** – a hazard is the potential for harm and is considered a condition or activity that if left uncontrolled, can result in an injury, illness, or damage to property.
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## REPORTING PROCEDURE

All incidents, near-misses, and safety hazards must be reported regardless of severity, major or minor, through the Incident Reporting portal [SafetyStratus](#).

The below steps detail the procedure for reporting an incident, near-miss, or safety hazard. *To avoid repetition, the word “incident” includes near-misses and safety hazards:*

- Step 1. All emergency and automobile incidents must be immediately reported to STC Police at (956) 872-4444 or by calling 911. If an automobile incident occurs off-campus, contact local or county authorities.
  - a) STC Police will Provide information to submit an incident report through the incident report portal to the person involved in the accident/incident.
- Step 2. The individual involved in, observed, or discovered the incident, near-miss or safety hazard is responsible for the following:
  - a) Complete and submit an Incident Report form through SafetyStratus reporting portal within 24 hours of the incident occurrence.
- Step 3. Incident report portal, SafetyStratus, will notify all departments involved such as:

a) EHS&R	c) Human Resources
b) STC Department of Public Safety	d) Student Services
- Step 4. The EHS&R department will review and forward to the immediate supervisor to complete the Incident Investigation Report form.
- Step 5. Human Resources Benefits will receive the report for internal departmental review and processing
- Step 6. EHS&R will review all incident reports within 48 hours of receipt and will respond when needed by coordinating an investigation, all notes are to be posted on the incident report.
- Step 7. EHS&R will close the incident report once all stakeholders have reviewed and processed the incident report.