



VANDERBILT  
UNIVERSITY

# Incident Review Board

Division of Occupational Safety and Health

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## I. Purpose

This program establishes the Incident Review Board. The board's establishment and purpose is to review all incidents that result in an injury to Vanderbilt University personnel and/or result in property damage in excess of \$500. It is incumbent on the board to review these incidents in an effort to share best practices, ideas for improvement, and to identify shortcomings in programs, funding, training, or equipment; the intent of this board is not to be punitive in nature.

## II. Scope

This program applies to Vanderbilt employees involved in an injury or in an incident that damages equipment on Vanderbilt property exceeding \$500 in value. Examples of incidents for review at this board are as follows:

- A. Injuries reported to Occupational Health and entered into Origami
- B. Vehicle accidents in Vanderbilt University vehicles (including golf carts)
- C. Accidental or intentional damage to Vanderbilt owned equipment or facilities totaling more than \$500 in value or repairs

## III. Definitions

- A. **Injury** – A Vanderbilt employee who is hurt physically while performing functions of their job
- B. **Designated work areas** – Designated areas approved by Occupational Safety and Health (OSH) where work is performed
- C. **Vehicle** – Motorized people mover to include Cushman, golf carts, work trucks, forklifts, moving vans, and busses.

## IV. Responsibilities

- A. **Occupational Safety and Health (OSH)**
  - i. Review and revise this program as necessary.
  - ii. Schedule the Review Board to meet at a minimum monthly
  - iii. Facilitate materials collection and coordination from affected supervisors and managers
  - iv. Provide guidance and consultation regarding this program in the following ways:
    - a. Assist in material collection
    - b. Assist in conduction of post incident investigation and establishment of root cause
    - c. Act as subject matter expert for OSHA compliance and safety policy adherence
    - d. Assist in generation of countermeasure development
- B. **Department and Zone Leadership**
  - i. Adhere to the requirements of this program.
  - ii. Attend the monthly Incident Review Board prepared to present your injuries and incidents
  - iii. Provide necessary briefing materials to Facilities admin as well as OSH department
  - iv. Complete all corrective items and implement all recommendations provided by

the Incident Review Board

**C. Incident Review Committee Board Members**

- i. Adhere to the requirements of this program.
- ii. Attend monthly board meetings
- iii. Provide comments and ideas regarding safety best practices and standard practices
- iv. Assist in setting deadlines for the implementation of action items determined at the board meeting
- v. The board will include, at a minimum, the following team members:
  - a. Associate Vice Chancellor for Facilities
  - b. Assistant Vice Chancellor for Facilities
  - c. Facilities Safety Officer
  - d. Human Resources Representative
  - e. Department Manager(s)
  - f. Zone Manager(s)
  - g. Supervisor of Injured Employee
  - h. Injured Employee

## V. General Requirements

- A. Review all incidents that qualify at the monthly review board meeting.
- B. Prepare presentation materials to present at the monthly meeting using the approved format located on the OSH Microsoft Teams Page.
- C. Present incident to the review board on the scheduled date and time.
- D. Ensure that the Supervisor, manager, and employee who had the incident are present during the monthly meeting to answer any questions that the board may ask.
- E. Follow up on recommendations and corrective actions of the board in a timely manner by the agreed upon due dates.
- F. Final review is required by the board and OSH to close out an incident.

## VI. Presentation Requirements

- A. A slide in the approved format (located on the OSH Team Site)
- B. Basic information needed:
  - i. Date, Time, Location of the Incident
  - ii. Name of Employee, Staff, or Student(s) involved in the incident
  - iii. Photograph, drawing, description of incident and damage
  - iv. Origami report for any injuries sustained

## VII. Board Recommendations and Corrective Actions

- A. The board will present any and all recommendations during the meeting in an effort to prevent reoccurrence of the incident(s).
- B. Due dates for implementation of recommendations will be provided during the meeting and agreed upon by all parties involved.
- C. Corrective actions will follow the same process as recommendations.  
Corrective actions recommended by they board will be reviewed by Vanderbilt Human Resources for correctness, completeness, and compliance with any union contracts.
- D. Completion of any recommendations and corrective actions should be reported to the

- board chair and the OSH department for review as soon as they are completed.
- E. Final review by the board and OSH are required to officially close the incident under review.

## VIII. Recordkeeping

- A. The Incident Review Board will maintain all board presentations, records, and recommendations on their Microsoft Teams Site for 5-years.
- B. Any member who presents their issue to the board will have access to the board files for that meeting for 5-years.
- C. HR will maintain training records in the Oracle Learn system, but departments may maintain other training records outside the Oracle Learn system.
- D. OSH will maintain all OSHA recordable logs for the federally required time limits.
- E. HR will maintain all corrective action records in accordance with their internal policies and procedures.
- F. Equipment PM and repair records will be maintained in the AIMS+web portal following VU internal record keeping rules for equipment maintenance and any federal and state laws.
- G. Occupational Health will maintain all injury records in accordance with VU internal record keeping rules for medical incidents any federal and state laws.

## IX. Regulatory Authority and Related Information

Vanderbilt and contractors will comply with Occupational Safety and Health Administration (OSHA) standards, National Fire Protection Association (NFPA) codes, and any other applicable codes and standards, including:

[OSHA 29 CFR 1904 Subpart C – Record Keeping Forms and Recording Criteria](#)

[HIPAA Accountability Act 1996](#)

[Vanderbilt HR Policy on Progressive Discipline](#)

[Vanderbilt HR Policy on Performance, Accountability, and Commitment](#)

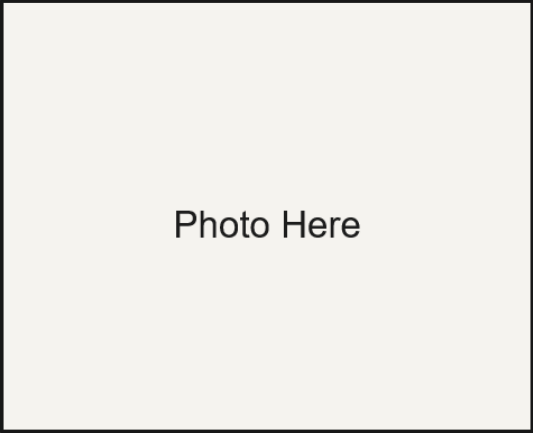
Vanderbilt Custodial Workers Union Contract

Vanderbilt Maintenance Workers Union Contract

## X. Contact

For questions contact Occupational Safety and Health at [OSH@Vanderbilt.edu](mailto:OSH@Vanderbilt.edu).

# Appendix 1 – Presentation Template Example

<b>Incident Review Board</b> <b>Date of Board Meeting</b>	<b>Incident #:</b>	<b>Date:</b>
	Employee:	
	Manager:	
	Department:	
	Description of the Incident:	
Root Cause:		
Corrective Action / Prevention of Reoccurrence:		
Date Implemented:		