

<b>Timely Reporting and Review Work Related Mishaps</b>	<b>Campus Physical Plant Division</b>	<b>Effective Date October 1, 2011</b>
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## **Purpose**

The purpose of this policy is to provide for the timely reporting and review of mishaps within Campus Physical Plant Division (CPPD). This policy applies to all work being conducted by CPPD Employees or Contractors conducting work for CPPD.

## **Definitions**

**CPPD Mishap Review Board** – The CPPD Mishap Review Board will be chaired by the Director. Other members will be the Manager of CPPD Health and Safety and PPD Managers and Superintendents selected by the Director.

**Delta Room** – the **Delta Room** is the central control center for all CPPD operations.

**Director** – **Director** is the Director of the Campus Physical Plant Division at the University of Kentucky.

**Mishap** – A **Mishap** is defined as any incident that results in 1) damage to property greater than 1,000 square feet or 2) property damage exceeding \$5K.

**Timely - Timely** means within 1 working day of the mishap.

## **Procedures**

Whenever a mishap happens on a job being conducted by CPPD employees or contractor(s) working for CPPD, the Supervisor or Contractor Foreman on the job shall:

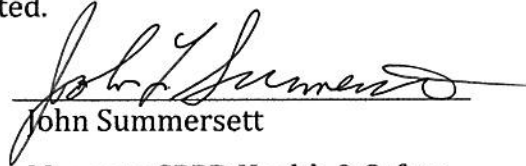
1. Notify the “Delta” Room of the Mishap by calling (859) 257-2830 and concurrently;
2. Take the necessary steps to correct the Mishap.
3. Notify the shop superintendent and/or Manager of the Mishap. If a Contractor causes the Mishap, the appropriate contractor’s representative will then call the Project Manager for this project or their designee.
4. Either the CPPD Shop Supervisor, Superintendent, Manager or the Project Manager/designee will complete and submit the Mishap Notification Form in a timely manner.
5. Within 1 working day the CPPD Health and Safety Department will begin the investigation of the Mishap. If necessary the Health and Safety Department will assemble an investigation team. All employees and contractors will provide requested information to the Health and Safety Investigating Team.
6. Within 5 working days the Health and Safety Mishap Investigation Team will provide a report to the Director.

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7. If deemed necessary, the Director will call a meeting of the Mishap Review Board.
8. The Mishap Review Board will meet in an open session to evaluate the investigative team's findings and recommendations. The Mishap Review Board may request parties involved with the Mishap and others to appear at the meeting.
9. The purpose of the Mishap Investigation and Review Board is to conduct a root cause analysis of the mishap and gather any lessons learned that would aid in the prevention of future mishaps. The investigation and board are not convened for the purpose of administrating disciplinary actions.
10. The Mishap Review Board will submit their findings to the University Vice President for Facilities and to the Director.
11. No investigative meetings other than the Mishap Review Board or Mishap Investigation Team shall be held with individuals directly involved with a mishap until the findings of the Board have been completed.



Kevin Kreide  
Director CPPD



John Summersett  
Manager CPPD Health & Safety