



## B. Contractors

Contractors must take all steps necessary to protect the safety and health of KSU's students, employees, and visitors during the performance of their work. They must ensure that all incidents or injuries relating to the job are promptly investigated.

## C. Managers, Supervisors, and Principal Investigators

- Review employee injury or illness reports no later than 24 hrs. after the incident occurred.
- Preserve all evidence that may be useful in an investigation.
- Ensure investigation is conducted to determine the cause(s) of the incident and communicate the findings to the Environmental Health and Safety (EHS) Department.
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- Participate in the review and analysis of incidents and evaluate the impact of the incidents to the University, employees, students, or the community.

EOSMS:

- The investigation is documented in EtQ Reliance on the University's Incident Investigation Report form.
- The investigation recommends corrective actions to eliminate or reduce the risk of a similar incident occurring in the future. These corrective actions are recorded on the Corrective Action (CAPA) form in EtQ Reliance.
- Statements from witnesses should be recorded on the Incident Witness Statement Form in EtQ Reliance.

#### D. Corrective Action Items

Supervisors must ensure appropriate corrective actions are implemented, or that the recommended corrective actions are escalated to a person in a position of authority.

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