

Workplace Safety Never Events

The following workplace safety incidents will be treated as “never events” that require prompt action and escalated reporting. Report any work-related incidents involving:

1. Fatality
2. Hospitalization
3. More than one person requiring medical treatment is injured in the same incident
4. Loss of consciousness (as a result of an injury)
5. Amputation or avulsion
6. Burn – second degree or worse
7. Chemical exposure that requires medical treatment
8. Compound fracture or multiple fractures
9. Electrocution
10. Laceration requiring sutures
11. Off for more than seven consecutive scheduled shifts as a result of a work-related incident

Reporting Requirements

1. Directors, Managers, or Supervisors will report serious work-related incidents involving employees, physicians, contractors, volunteers and others who are working within their area of responsibility upon date of knowledge. While Workplace Safety metrics apply only to employees, serious incidents involving others working at our facilities may indicate the need for corrective measures on our part.
2. The manager of the injured employee (or other identified persons listed above) completes the “WPS Never Event Notification & Follow Up” report form then immediately activates the established escalation notification process to ensure the appropriate medical center leadership (EH&S Director, Operations Support Leader, and Hospital CEO) is aware of the event.
3. The Hospital CEO will notify the Regional President. The report will be emailed to <PRESIDENT’S NAME HERE> via the email address <EMAIL ADDRESS HERE> within 24 hours of the initial report of the incident.
4. The Regional President will ensure that notice is provided within 48 hours of the initial report of the incident by email to Bernard.J.Tyson@kp.org and Kathy.Gerwig@kp.org.
5. Take immediate actions to reduce the likelihood of further occurrences as appropriate.
6. Do not provide identifying information about the injured worker such as employee name or employee ID number.
7. This escalated reporting does not replace either regulatory reporting (e.g., to OSHA) or internal significant event reporting. You must still make those reports.
8. Report only work-related incidents.
9. Complete a Root Cause Analysis and associated Action Plan within 45 days of the initial submission (EH&S Director to manage root cause analysis and final actions or Medical Center may appoint another responsible person). Document in the “Final Report Section” of the “WPS Never Event Notification & Follow Up” report. Review findings with local leadership team and submit final report via “WPS Never Event” within 60 days.