

**ACCIDENT REPORT  
SAFETY**

Effective date: 07/82  
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Policy:

Ensure that all accidents resulting in injury to persons or damages to property and equipment are reported promptly.

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Prevailing Codes and Standards:

Administrative Directive

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Procedure:

**I. Motor Vehicle Accidents**

- A. Notify appropriate law enforcement agency for off campus accidents or university police on campus.
- B. The operator of a University owned vehicle that is involved in an accident must complete an Automobile Accident or Loss Notice and forward through his supervisor to Physical Plant Administration within two (2) working days of the accident.
- C. The employee's supervisor is responsible for obtaining a Police Accident Report and forwarding it to Physical Plant Administration on the following working day.
- D. Physical Plant Administration will submit the reports to Human Resource Management and the Safety Office.

**II. Injuries to Employees**

- A. Employees are to seek treatment of any job related injury.
- B. If possible, the supervisor shall be notified prior to seeking treatment, an On-the-Job Injury Report filled out to accompany the employee.
- C. If emergency treatment is required, the form will be prepared by the receiving desk and the required signature of supervisor will be waived.
- D. Report immediately to the Occupational Health Clinic (8th Floor H Wing) during working hours (7:00 a.m.- 4:30 p.m.) and Emergency Room after hours.
- E. If the injured employee is immobile or unconscious, immediately telephone MER at extension 6880 for assistance if in the hospital, call 911 if at any other location.
- F. The employee should return the On-the-Job Injury report to supervisor to be submitted with other required forms.
- G. The employee must obtain a physician's certificate releasing him back to full duty prior to returning to work if the accident involves lost time.

**III. Supervisor and Administration Responsibility**

- A. The supervisor will prepare and submit an Employer's Report of Occupational Injury and an Incident/Accident Investigation Form to Physical Plant Administration within 72 hours after the time of the injury.
- B. Physical Plant Administration will forward copies of

these reports to Human Resource Management.

- C. If the accident involves lost time, the supervisor must obtain from the employee and submit to Plant Administration a physician's certificate releasing the employee back to full duty.
- D. The supervisor is responsible for immediate and proper reporting of his employee injuries. Failure on the part of the supervisor to meet reporting requirements will be justification for disciplinary action.