

## **WHAT TO DO WHEN AN ACCIDENT OCCURS**

### **Immediate actions for all injuries:**

If a serious injury or illness occurs immediately call Campus Police by dialing 911. Give your name, describe the nature and severity of the medical problem, and the campus location of the victim. Campus Police will provide immediate medical attention and will arrange for transportation if necessary.

If the injury is minor an employee trained in First Aid may administer First Aid. Administration of First Aid must be documented in a departmental first aid log. Our Campus Police are well trained can be helpful with administering First Aid and determining if further medical attention is needed. The Police may be called at Campus extension 8444 or 911.

### **When the injured person is an employee:**

If the injured person is a University employee notify the victim's supervisor and the Human Resources Department as soon as possible. Reporting of work related accidents and injuries is time critical, both to provide for timely investigation of accidents and to provide benefits to injured employees.

When an injury or illness arises due to work the injured employee's Supervisor must complete a form (Supervisor's Accident Investigation Report) and submit it to Human Resources as soon as possible (no longer than four days after the accident).

As soon as the injured employee's immediate needs are met they must be provided a Workers Compensation "Employee Claim Form," Form DWC-1 (within one working day). The injured employee may fill out this claim form and submit it to Human Resources if they wish to utilize worker's compensation benefits. An employee has one year from the date of injury to use this benefit.

If the injury requires that an employee must be off work, a doctors release form will be required for the employee to return to work.

### **When an accident involves a person who is not an employee (i.e. student, visitor, vendor, etc.):**

Report the accident to Human Resources immediately.

An employee of the university (either the person in charge of the activity wherein the accident occurred or a witness to the accident) must complete a form (Accident Report, Form A) and submit it to Human Resources.

### **Please note:**

Copies of all forms referred to above are available from Human Resources.

Please refer to the "EMERGENCY PROCEDURES" flipchart, posted in offices throughout the Campus, for procedures to follow in the event of various other emergencies.