Workplace Injury

Document Number: HMRS-0025 **Date Published(sys):** 12/20/2023

General Description

Policy Summary:

Trinity University provides insurances that under some circumstances cover injuries on the campus.

Purpose:

This policy protects employees, including faculty, staff, student workers, and third-party contractors.

Scope:

This policy applies to all Trinity University employees including, faculty, staff student workers, and third-party contractor.

Exceptions:

No exceptions.

Policy Content

Employees

Employee accidents or injuries on the job must be immediately reported to the supervisor and Health Services. Health Services may be reached by phone at 212-999-8111 or an employee may visit the office in person.

A "Supervisor's Report of Injury" must be filed with the Risk Management and Insurance and the Department of Environmental Health and Safety by the injured employee's supervisor.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.0	8/1/2023 9:50 AM	Pamela Mota
v1.0	8/16/2019 8:19 AM	Kelleebeth Cantu

Vice President Approval:

Name:	Title:
Gary Logan	Vice President for Finance & Administration