



Guidance Regarding Injuries

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Policy Content

Employees

Employee accidents or injuries which occur on the job must be immediately reported to the supervisor and to Health Services. A “Supervisor’s Report of Injury” must be filed with the Risk Management by the injured employee’s supervisor

Students

Student accidents or injuries occurring in residence halls must be reported to residence hall staff. Classroom-related accidents or injuries must be reported to the appropriate faculty member. The Report of Injury is to be filed by the faculty member or residence hall staff member with the Department of University Police. Intercollegiate sports accidents or injuries must be reported to the Department of Athletics. All on-campus accidents or injuries should also be reported to the Department of University Police.

Visitors

Visitor accidents should be reported to the Department of University Police. A Report of Injury is to be filed by the Department of University Police.

Revision Management

Revision History Log:

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Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

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