



## **Accident Reporting Policy and Procedure 1700-0919**

### **A. General**

Timely reporting of all accidents, injuries, and illnesses of significant importance must be reported as soon as possible. Reporting is mandatory. Immediate notification provides the opportunity for an on-the-scene investigation of accidents, insures prompt preventive action, and provides the individuals with assistance in matters of insurance and employee benefits. It is the responsibility of each employee and/or supervisor to report all accidents/illnesses in accordance with the criteria outlined in this section.

### **B. Definitions:**

1. **Accident** – An unintended, unforeseen event which results in an injury to a person and/or damage to property or equipment.
2. **Motor Vehicle Accident** - An accident resulting in damage to a university vehicle which requires repair or replacement, and/or personal injury to occupants of any individual vehicles. (Report to be made by City Police Department and Vice President of Financial Affairs).
3. **Property Damage Accident** - An accident or incident which produces damage or loss to property, facilities or equipment.
4. **Fire** – Any fire regardless of extent or damage (Report immediately to the Athens Fire Department, Campus Security, and the Vice President of Financial Affairs).
5. **Unsafe Act** – The action of any employee, student, citizen, etc., which could cause injury to himself, a fellow employee, a student, or a citizen.

### **C. Report Forms**

All accidents and injuries require the supervisor to complete the proper forms, so that steps can be taken to correct any safety hazards or deficiencies, the supervisor should complete the accident/injury report as accurately as possible.

1. **Accident/Injury Report** – An Accident/Injury Report should be completed when any person (faculty, staff, student or guest) is injured. The report will be used by the Vice President of Financial Affairs and Campus Security to investigate the accident/injury. It is important that all questions be answered in as much detail as possible. When the accident/injury involves an employee, the employee's immediate supervisor will complete the report. If a student is involved in an accident/injury while attending class or any authorized Athens State University function, program or trip, the instructor or person responsible for the group will complete the report. The Vice President

of Student Services and the Vice President of Financial Affairs and campus security are to be notified immediately.

**Note: Accident/Injury Report forms are available on the campus “H” drive under forms.**

**Forms are also available in the office of Vice President of Student Services and Vice President of Financial Affairs.**