

ACCIDENTS AND INJURIES REPORTING

Policy Number: H.04.10

SCOPE

All employees.

PURPOSE

To protect the safety and health of all employees and to comply with applicable federal and state laws.

POLICY/PROCEDURE

Job-related injuries and illnesses, regardless of severity, should be reported immediately to the supervisor and/or University nurse to provide prompt and trained evaluation and obtain medical attention if necessary.

Any job-related injury must also be reported to the supervisor who will ensure that the appropriate Workers Compensation forms are filed with the Office of Human Resources.

APPROVED: Dr. Robert Ivany

Date of Original Formation: 9/1/2010

Revision Number:

Revision Date:

Effective Date: