

## ACCIDENT REPORTING AND INVESTIGATION GENERAL GUIDELINES

### **For all Faculty, Staff, Student and Visitor Accidents**

When an incident/accident takes place, the following should happen:

1. Notify University Police – 5431 – IMMEDIATELY – providing information (such as, who, what, when, and where). This is a very important step in the process, as a police report documents the accident.

### **REQUEST THAT A REPORT BE COMPLETED**

University Police will respond to the scene, gather information for the report and take photos of the scene as well as the person(s) involved in the accident.

2. University Police will notify any Emergency Medical Personnel as needed by each individual situation.
  - a. If an employee: notify the employee's supervisor – employee and/or supervisor will complete the DA2000 – State Employee Incident/Accident Investigation Form, to begin the reporting process as required by the Office of Risk Management. These reports will be turned into the EHS Office for processing.
  - b. If a student: the student must file a police report and complete the DA3000 – Visitor/Client Accident Reporting Form, and turn in to the EHS office for processing.
  - c. If a visitor: complete a University Police Report, and complete the DA3000 – Visitor/Client Accident Reporting Form and turn into the EHS office for processing.
3. Notify the EHS Office. EHS will visit the scene and gather information regarding the accident.
4. If an employee is involved, the EHS Office will file a Workers Compensation claim with Global Intake – Sedgwick.
5. If a student/visitor is involved, the EHS Office will file a General Liability claim with Global Intake – Sedgwick.
6. Any and all follow-up reports, copies of medical information, and any other pertinent documents should be forwarded to the EHS office for placement in the accident file.

### **NOTES:**

- The EHS Officer's responsibility in this policy is strictly limited to recording, record keeping and possible safety training. The EHS Officer shall not make any recommendations relative to medical treatment, the lack thereof nor perform or initiate emergency transport.
- Any expenses incurred as a result of medical care obtained by non-University personnel including ambulance service, emergency room, and doctors are the injured person's responsibility.
- If a loss occurs or a claim arises, no department is to assume any obligation or incur any expenses without authority from the Louisiana Office of Risk Management.
- Claims are authorized by the Office of Risk Management. No employee of Northwestern State University can authorize medical treatment, or payment for services related to any accident.