

Augusta University

Policy Library

Accident and Injury Reporting Policy

Policy Manager: Environmental Health and Safety Division

POLICY STATEMENT

It is the policy of Augusta University that all accidents and injuries on Augusta University property are reported; that necessary medical treatment is rendered; that records are maintained; and that hazardous conditions are rendered safe.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

PROCESS & PROCEDURES

Responsibilities:

All Personnel: Employees and their supervisors are responsible for the prompt reporting of accidents or injuries. Supervisors shall initiate prompt corrective measures to mitigate hazardous conditions and prevent additional injuries.

Employees: Employees shall report promptly to their immediate supervisor any on-duty and job-related injury. The supervisor is responsible for initiating an Augusta University Report of Accident/Injury form for each reported employee accident/injury that requires medical attention. If the accident/injury does not require treatment, the employee should complete the Augusta University Incident Notice Only. Forms shall be forwarded to the Human Resources Division.

Injured employees requiring medical evaluation or treatment shall report to the proper treatment site. Employees and faculty who are located on an Augusta campus are to report to Employee Health and Wellness during regular business hours: Monday – Friday, 7:00 AM –4:00 PM. After regular hours, outside of the Augusta campuses, or if the injury is serious and requires immediate care, report directly to the nearest emergency room. In cases of serious injury when an immediate corrective action is deemed necessary, the Public Safety Division should be notified at Ext. 1-2911.

All research related accidents should also be reported directly to Environmental Health and Safety at Ext. 1-2663.

Students: Injured students requiring medical evaluation or treatment should report to Student Health Services; during regular business hours: Monday – Friday, 8:30 AM – 5:00 PM. After regular hours, outside of the Augusta campus, or if the injury is serious and requires immediate care, students should report directly to the nearest emergency room. Students should report all injuries in a timely manner to

Office of Legal Affairs Use Only

Executive Sponsor: AVP, Environmental Health and Safety Division

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Student Health Services regardless of the campus. In cases of serious injury, when an immediate corrective action is deemed necessary, students located on the Augusta campus should notify the Public Safety Division at Ext. 1-2911.

All research related accidents should also be reported directly to Environmental Health and Safety at Ext. 1-2663 by either the student or the supervisor.

Off-duty Employees and Other Persons:

Persons not affiliated with Augusta University (visitors, patients, non-Augusta University employees), off-duty Augusta University employees, alumni, and any other persons injured on Augusta University property should report an accident or injury promptly to an Augusta University employee. Assistance is offered to those who become injured while on the university campus.

Public Safety Division should be notified immediately at Ext. 721-2911 for any reported accident or injury. The Augusta University Public Safety Division officer will respond to investigate the reported accident/injury. The officer will determine the circumstances surrounding the occurrence and read the individual the following policy statement:

“If you think you need medical attention, you should go to the nearest emergency room. We will gladly call for an ambulance if you think you need one. If you have any questions concerning your accident, please contact Augusta University Legal Office at 721-4018.”

All research related accidents should also be reported directly to Environmental Health and Safety at Ext. 1-2663.

Follow-up Actions:

Environmental Health and Safety Division shall follow up on work place accidents or injuries (other than automobile accidents) to determine the cause and initiate corrective action to prevent recurrence. Accidents and injuries occurring in the work place and subsequent corrective action shall be evaluated by the University Safety and Emergency Preparedness Committee.

Financial Responsibility Statement

Augusta University does not assume financial responsibility for cost of medical treatment for any injury/illness when determined not caused by Augusta University, or for an employee’s injury/illness determined not job-related by either time of occurrence or location on/off the Augusta University premises. Questions regarding institution coverage of the cost of treatment should be submitted to the Augusta University Legal Office at 721-4018.

REFERENCES & SUPPORTING DOCUMENTS

Employee Report of Accident/Injury form

https://www.augusta.edu/hr/university/university_benefits/documents/au_wc_first_report_of_accident_injury.pdf

Workers Compensation Incident Only Form

https://www.augusta.edu/hr/university/university_benefits/documents/au_incident_only1.pdf

RELATED POLICIES

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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 6/1/2021

President, Augusta University

Date: 6/1/2021