

Georgia Regents University

Policy Library

Accident and Injury Reporting Policy

Policy Owner: Environmental Health and Safety Division

POLICY STATEMENT

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

REASON FOR POLICY

To establish procedures to report accidents and injuries for evaluation, treatment if needed, record keeping, and follow-up to mitigate hazardous conditions.

AFFECTED STAKEHOLDER AND ORGANIZATION(S)

All Faculty, Students, Staff, Employees and Visitors; Public Safety Division; Environmental Health and Safety Division; and Human Resources Division.

PROCESS & PROCEDURES

Responsibility of 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 a GRU Workers Compensation First Report of 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 GRU Incident Only. Forms shall be forwarded to the Benefits & Data Management Section of the Human Resources Division. All supervisors and employees should reference the Worker's Compensation/On the job Injuries Policy for further information on worker's compensation injuries.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 609

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

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Injured employees requiring medical evaluation or treatment shall report to the proper treatment site. All employees and faculty are to report to Employee Health during regular business hours: Monday – Friday, 7:00 AM – 4:00 PM. After regular hours, 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.

Students

Students and their supervising faculty shall report all injuries promptly to Student Health Services. Injured students requiring medical evaluation or treatment shall report to Student Health Services during regular business hours: Monday – Friday, 8:30 AM – 5:00 PM. After regular hours, 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.

Off-duty Employees and Other Persons

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

Public Safety Division should be notified immediately at Ext. 721-2911 for any reported accident or injury. A GRU Public Safety unit 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 Georgia Regents University Legal Office at 721-4018.”

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 Committee

GRU Financial Responsibility Statement

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

AUTHORIZING SIGNATURE

Ricardo Azziz, MD, MPH, MBA
President, Georgia Regents University and CEO, Georgia Regents Health System

Date

TO BE USED BY THE OFFICE OF COMPLIANCE & ENTERPRISE RISK MANGEMENT

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