

Augusta University

Policy Library

Accident and Injury Reporting Policy

Policy Owner: 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 any hazardous conditions related to such accidents and injuries 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:

DEFINITIONS

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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 an Augusta University 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 supervisor shall complete the Augusta University Worker's Compensation Incident Only Form. These 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.

Injured employees requiring medical evaluation or treatment shall report to the proper treatment site. All employees and faculty are to report to Employee Health & Wellness on Pope Avenue in the FG Building (706-721-3418) during regular business hours: Monday – Friday, 7:00 AM – 5:00 PM. After regular hours, or if the injury is serious and requires immediate care,

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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 706-721-2911.

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 the Student Health Clinic; 1465 Laney-Walker Blvd. Pavilion II Building AF-1040 during regular business hours: Monday – Friday, 8:00 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 706-721-2911.

Off-duty Employees and Other Persons

Persons not affiliated with Augusta University (visitors, patients, non-AU employees), off-duty Augusta University employees, 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 Augusta University Campus.

Public Safety Division should be notified immediately at 706-721-2911 for any reported accident or injury. An Augusta University 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 Augusta University Legal Office at 706-721-4018.”

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 recurrences. Accidents and injuries occurring in the work place and subsequent corrective action shall be evaluated by the University Safety and Emergency Preparedness Committee.

Augusta University Financial Responsibility Statement

Augusta University does not assume financial responsibility for the cost of medical treatment for any injury/illness when determined not caused by Augusta University, or for an employee’s injury/illness determined not to be 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 706-721-4018.

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

Workers' Compensation, On-the-Job Injuries, and Return-to-Work, Human Resources Division,
<https://augusta.policytech.com/dotNet/documents/?docid=515>

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 02/21/2017