

## 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 pertinent information (such as, who, what, when and where, etc.) Please notify them immediately as information and conditions are difficult to substantiate several days after an accident. 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 reports to begin the reporting process as required by the Office of Risk Management. These reports will be turned into the EHS Office for processing.  
DA2000-State Employee Incident/Accident Investigation Form  
NSU State Employee Incident/Accident Investigation Form
  - b. If a Student: Notify the Student Affairs Office. The Student must file a police report and complete the DA 3000—Visitor/Client Accident Reporting Form.
  - c. If a Visitor: Please complete a University Police Report.
3. Notify the EHS Office. EHS will visit the scene and gather information regarding the accident. EHS will begin the applicable reports to complete the accident investigation.
4. If an employee is involved: The EHS Office will complete a STARS incident report(online reporting) and place a copy of that report in the employees file.
5. Any maintenance work orders, safety training and or physical removal from service any unsafe equipment shall be transacted by the employee's supervisor.
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 or the Office of Worker's Compensation. No employee of Northwestern State University can authorize medical treatment, or payment for services related to any accident.

I have received a copy of the Accident Guideline and understand that I must report all accidents immediately to University Police and the Office of Environmental Health & Safety.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date