

Accident Reporting Procedures

General Guidelines

The Department of Environmental Health and Safety is responsible for management of accident/incident reporting for Slippery Rock University.

Accident/Injury Emergency Assistance

Any individual (students, employees and visitors) sustaining injuries on campus should contact University

Police (724-738-3333) and may request emergency medical services by contacting the University Police.

Accident/Incident Notification

In the event an employee, student, and/or visitor becomes injured or involved in an incident/accident while on campus, they are required to fill out the Accident/Incident Report Form.

Accident/Incident Report Submission

The Accident Report Form is available from the EHS website and should be completed and submitted as soon as reasonably possible to EHS, preferably within twenty-four (24) hours of the injury.

Non-specific accident data is reported to and are reviewed by the University's Safety Committee.

REPORT ALL CAMPUS EMERGENCIES AND INJURIES TO THE SLIPPERY ROCK UNIVERSITY POLICE DEPARTMENT

724-738-3333

Procedures

1. Accident/Incident Report Forms are reviewed by EHS personnel to ensure that all the proper information and signatures are on the form. If the form has not been filled out properly, it shall be returned to the sender with instruction that the missing information/items be provided. EHS follows up with the original sender.
2. For employee accidents/incidents, the Director will review the form and assign a number to it. If an employee injury is considered work-related following review by EHS personnel and the employee's supervisor, a worker's compensation claim will be filed via an on-line reporting tool by EHS on behalf of the University employee with Inservco, the University's third-party claims management firm (see Slippery Rock University Workers' Compensation procedures). EHS will provide the employee with a claim number for reference.

3. In the instance of an accident/incident report that involves a non-employee, the Director of Environmental Health and Safety will review the contents of the accident report and take action when appropriate, and involve any University departments as applicable.

Accident/Incident Follow-Up

For employee accidents, investigations are performed initially by the employee's supervisor and are documented on Accident/Incident Form. EHS will assist as needed. Supervisors are ultimately responsible for ensuring any recommended modifications to work practices, equipment or training for employees are facilitated.

For non-employee accidents and injuries, EHS shall review the Accident Report submitted, evaluate the information to verify there are no unsafe environmental conditions related to the reported accident/incident. Should an unsafe situation be identified, EHS shall work with applicable University Departments in the event corrective actions are indicated.

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