

UAR Number: 309.02
Title: Accident Reporting Procedures
Originator: Risk and Compliance Manager
Initial Adoption: 06/14/1993
Revision Dates: 04/30/2010
Purpose: To provide a defined systematic procedure for the identification and documentation of accidents which occur on Morehead State University property. To utilize the documentation to identify and mitigate any physical conditions that represent continuing risk to the academic, occupational, or social activities within the University community.

Procedural

References:

Scope (Who Is Covered By This UAR?): All faculty and staff

Description:

RESPONSIBILITY:

Risk Management/Environmental Health and Safety shall be responsible for defining and managing the accident reporting and documentation process, in addition to administrative oversight of the corrective actions necessary to maintain a safe campus environment.

APPLICABILITY:

This regulation applies to all Morehead State University faculty and staff who supervise any academic, occupational, continuing education or social/recreational activity or who respond during emergency assistance.

PROCESS:

It shall be the responsibility of the faculty or staff member supervising any activity on Morehead State University property to complete the MSU Accident Report on any accident which results in personal injury. When an accident occurs apart from a supervised activity, the responding MSU Police Officer shall complete the report. The completed form shall be forwarded, within three (3) working days to Risk Management/Environmental Health and Safety.

Risk Management/Environmental Health and Safety shall develop and implement a comprehensive management procedure to assure appropriate documentation and follow-up in response to both physical conditions and/or operational procedures that may represent a continuing risk to the academic, occupational, continuing education or

social/recreational activities conducted within the University Community.

Risk Management/Environmental Health and Safety staff shall work cooperatively with the Office of Human Resources and University departments experiencing occupational work force related injuries. A review of procedures, equipment and the work environment will be conducted to assure the return of a risk free working environment. Employees experiencing work related injuries shall be counseled and review appropriate safety procedures relative to the activity which resulted in their injury.

Approved by: Wayne D. Andrews, President Date: 8/17/2010