



SUB-TOPIC

REPORTING MEDICAL EMERGENCIES AT UTD RICHARDSON CAMPUS, Continued

3. Reporting Procedures, Recordkeeping, Corrective Action:
 - a. By the Supervisor:
 - 1.) The Safety Office, ext. 2381, must be notified immediately in the event of an injury or illness which has occurred during the performance of job duties. If the incident occurs after hours, a message should be left for the morning supervisor to notify the Safety Office at 8:00 a.m.
 - 2.) Following an accident or injury, supervisors are responsible for conducting an investigation to determine the cause. The Safety Office is available to assist in this endeavor.
 - 3.) Supervisors are responsible for completing an official Accident Report Form (see Exhibit H5) and returning it within twenty-four (24) hours. The original copy should be sent to the Safety Office, ext. 2381, Mail Station PP11. For details regarding the Accident Report Form, see Workers' Compensation Insurance Reporting, D4-170.2 and Exhibit H5.
 - 4.) Supervisors will consult with the Safety Office to ensure that corrective measures are taken in all appropriate areas.
 - b. By the Police:
 - 1.) University Police will investigate the accident and file a written report of each incident (see Exhibit H1). Where necessary, photographs will be taken of the scene of the accident and kept with the file. Any pertinent evidence will be held by the Police.
 - 2.) A copy of the Incident Report for all employee injuries will be sent to the Office of the Senior Vice President for Business Affairs to determine if Workers' Compensation Insurance is involved.
 - 3.) A copy of the Incident Report for all accidents resulting in injury or property damage will be sent to the Safety Office.
 - 4.) A copy of the Incident Report for all accidents or injuries sustained on campus will be sent to the Senior Vice President for Business Affairs.