



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
6/21/02**

**REVISION
3**

**PAGE
H3-122.0.3**

**SUBJECT
SECURITY AND SAFETY**

SUB-TOPIC

REPORTING MEDICAL EMERGENCIES AT UTD RICHARDSON CAMPUS, Continued

- c. By the Safety Office:
 - 1.) The Safety Office will maintain a file, including photographs where applicable, of all accidents and injuries occurring on the UTD campus. The Accident Report will be sent to the Safety Office after review and approval by Director or Department Head.
 - 2.) The Safety Office will review all Accident Report Forms and make recommendations for corrective actions. Copies of these forms will be distributed to Human Resources, the Police Department and the department in which the injured party is employed.
 - 3.) Measures will be taken by the Safety Office to see that corrective action is taken where appropriate.
 - 4.) The Safety Office has the only authority to verify Workers' Compensation. If the injury occurs after normal business hours, the hospital/doctor should be instructed to call the Safety the following morning at 883-2381.
 - 5.) No review or reimbursement of claims can occur until a properly completed Accident Report Form has been filed with the Safety Office.
 - 6.) The WCI Representative will forward all accident information and resulting medical bills to the U.T. System WCI Dallas Office for review and reimbursement.
 - 7.) If it is determined that the accident is not covered under Workers' Compensation Insurance, the Safety Office will notify the employee to assume responsibility for the payment of bills.
- d. By the Recreational Sports Department:
 - 1.) If injury to an employee occurs while on the intramural fields or while playing for an intramural team, the Recreational Sports Office will complete an Intramural or Recreation Injury Report (see Exhibit H3).