

## **ACCIDENTS AND INJURIES REPORTING**

### **I. SCOPE**

All employees.

### **II. PURPOSE**

To protect the safety and health of all employees and to comply with applicable federal and state laws.

### **III. POLICY**

Job-related injuries and illnesses, regardless of severity, should be reported immediately to the supervisor and/or University nurse to provide prompt and trained evaluation and obtain medical attention if necessary.

Any job-related injury must also be reported to the supervisor who will ensure that the appropriate Workers Compensation forms are filed with the Office of Human Resources.