

## ***ACCIDENT REPORTING POLICY***

For any **serious accident or injury** that occurs on campus or as a part of an employee's work assignment, **911 is to be called**. Any employee (*faculty or staff*) injury or campus accident, regardless of the judged severity, is expected to also be reported to Environmental Health & Safety on the Main Campus or the Office of Budget and Operations on the Firelands Campus. Employees are to report injuries and/or accidents using the Injury Report Form available for downloading at <http://www.bgsu.edu/offices/envhs>. This form, complete with all required signatures, is to be submitted within 24 hours of the accident and/or injury. Environmental Health & Safety will conduct accident and injury investigations as needed.

Additional information on the Accident Reporting Policy may be found in the Classified Staff Handbook. There is no information on this policy in the Administrative Staff Handbook or the Charter's Faculty Handbook although the policy applies to both faculty and administrative staff as well.

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