

Policy 3.010. Reporting Injuries

In the event an employee receives an injury on the job, no matter how slight, the employee should report the injury and the incident precipitating the injury to the Personnel Office and complete a Workers' Compensation form (Report of Injury) within twenty-four (24) hours. Accidents with or without personal injury to employees or which involve others, including students/clients, or cause property damage, must be reported to the Personnel Office within twenty-four (24) hours.

If the employee's injury prevents him from reporting the injury within twenty-four (24) hours, the employee's supervisor should report the injury.

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