



"Creating an excellent
college experience"

Date Issued: January 2011	Policy Number: 205
Date Revised/Reviewed: June 2017	
Section: Human Resources	
Subject: Employee Accident Report (bodily)	

Workman's Comp:

When an employee is injured on the job, the [Dining Services' Accident Report](#) must be filled out & reported to the Dining Services Executive Assistant within 24 hours of the incident, whether or not there is necessary medical treatment.

Procedure:

1. In the case of injury, the employee must notify management prior to seeking medical attention. If needed, management will determine how to transport employee to Work Med.
2. The Employee must go to Work Med, if it is during their business hours (200 E 400 N). After business hours go directly to the Emergency Room.
 - a. Employee must notify Work Med/ Emergency Room they were injured on the job.
 - b. Employee must collect notification and treatment information/ paperwork at Work Med/ Emergency Room.
3. The Employee must return the paperwork to their Employer the day of accident.
4. A member of the operations management must notify Executive Assistant the day the accident happened via the Dining Services' Accident Report –see Policy 205a.
 - a. You can find the Accident Report Form/ Policy & Procedure on the Dining Services Website.
5. The Dining Services Executive Assistant must fill out all necessary paperwork and turn it into Human Resources within 24 hours of the incident.
6. Dining Services Executive Assistant will forward all medically & non-medically treated Accident Reports to Executive Director via e-mail.
7. A copy of all Accident Reports (medically & non-medically treated) will be kept on file on the Shares Drive-Dining Services-Executive Assistant & on file within the Human Resources Department.

Note: If an employee is injured on the job and declines medical treatment a Dining Services' Accident Report form still needs to be completed and turned in to the Executive Director.

NOTE: If the accident is life threatening procedures 1-4 do not apply. Call 911 immediately.