



"Creating an excellent
college experience"

Date Issued:
July 2011

Policy Number:

217

Date Revised:
August 2014

Section:
Human Resources

Subject:

Non-Employee Accident Procedure

Non-Employee Accident Procedures:

It is imperative that we act appropriately when handling an accident in our operations. Professionalism and best use of judgment is a must in order to protect the well-being of our employees and guests.

Procedures:

1. Assess the situation, if the injury is life threatening call 911. If you call 911 from a campus phone you will call campus police, if you call 911 from your cell phone you will call Cache County dispatch and they will dispatch USU Police.
2. If the injury is not life threatening talk to the person to find out if and to what extent they are injured.
3. If the person feels they need medical attention contact the University Police at 797-1939. The University Police will assess the situation to determine if an ambulance is warranted.
4. At no time should any USU Dining Services Employee treat or transport an injured customer. No medication is to be given out and no "expert advice" is to be given.
5. Once you and the accident victim feel confident they are ok, you need to collect the following information from them: Name, A#, home address, phone number and what happened to cause the accident.
6. Do not discuss fault with the person. Tell them we will fill out an accident report with Risk Management and if they have further concerns, they can contact Risk Management or the Executive Director of Dining Services.
 - a. Risk Management: Mike George mike.george@usu.edu Ph. 797-0483
 - b. Dining Services: Alan Andersen alan.andersen@usu.edu Ph. 797-1701.
7. Fill out an [accident report](#) located on the Risk Management web site <http://www.usu.edu/riskmgt/docs/incident.pdf> . Turn the report in to your immediate supervisor.
8. Supervisor will e-mail the report to Risk Management and copy the Executive Director.