GENERAL STATEMENT OF POLICY

1. **Report all accidents and incidents** –

   All accidents and/or incidents which result in or could result in injury to or death of persons; damage to, destruction, theft or disappearance of University property (including money and securities) property of others; and wrongful acts arising out of an individual’s employment with the University, its operations or premises are to be reported in order that:

   A. Causes may be determined and corrective measures taken to improve safety and preserve University assets.

   B. Insurance coverage may be protected and thus be available to respond to claims and/or court judgments on behalf of the University and its employees.

2. **Accidents And/Or Incidents To Be Reported** -

   Information regarding the kinds or types of accidents to be reported and the specific form to be used is set forth in the remaining subjects of this section.

3. **Insurance Coverages** -

   For information regarding the purchase of insurance and details of the current coverage available contact the Director of Business Operations.