



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 9/90	Revision Date: 5/10	Page: 1 of 1
			Classification Code: 09-05
	Section: REPORTING ACCIDENTS & INCIDENTS		
Subject: STUDENTS & GENERAL PUBLIC (EXCEPT VEHICLE ACCIDENTS)			

GENERAL STATEMENT OF POLICY

Report all accidents and incidents - All accidents or incidents resulting from, arising out of and directly relating to the University's premises (owned, rented or leased), operations or an employee's position of employment are reported to the Department of Public Safety within 24 hours after the accident or incident, provided:

1. The accident resulted in bodily injury to or damage of property of a student or member of the general public, or
2. The incident resulted in a threat or utterance of intent to take legal action against the University or an employee due to an alleged personal injury (offenses of libel, slander, false arrest, etc.)

The Vice President for Finance and Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.



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OPERATING PROCEDURES

1. Reports must be submitted by -

- A. The academic staff member in charge of the student’s activities at the time of the accident or incident or to whom the accident or incident was reported.
- B. The person in charge of the building or facility or sponsoring the meeting or event attended by the student or member of the general public at the time of the accident or incident.
- C. Any employee who witnessed the accident or to whom a threat or utterance of intent to take legal action for personal injury was made.

2. Immediate Investigation – The employee responsible for submitting the report should try to determine if the accident was caused by unsafe conditions, and if so, take the steps necessary to prevent the occurrence of a similar accident.

3. Employee responsible for submitting report -

- A. Ask any injured individual if they require medical attention.
- B. Investigate the cause of the accident and, if unsafe condition, take steps necessary to prevent occurrence of similar accident.
- C. Within 24 hours after the accident or incident, complete a report of the injury and forward (original copy) to Facilities Management.

4. Facilities Management - Within 72 hours after the accident or incident, forward report to Risk Management, State of Missouri.