



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 9/90	Revision Date:	Page: 1 of 1
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	Section: REPORTING ACCIDENTS & INCIDENTS		
Subject: POLICY & PURPOSES			

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.