

INJURY REPORTING

Section: Safety and Security

Policy: When an injury occurs in University Housing, supervisors should document the injury by visiting the injury reporting site and recording information known at the time the report is submitted.

Purpose: In order to maintain a safe environment for students, employees and visitors, it is important that UGA be informed, at the earliest possible date, of any injuries that occur on its premises or to employees in the course of their work responsibilities.

Scope: This policy applies to all University Housing employees.

Background: This policy has been established to identify which employees in University Housing are responsible for submitting injury reports. The injury reporting site is: https://busfin3.busfin.uga.edu/hr/injury_report_login.cfm and an online guide to the process is available at: <http://hr.uga.edu/resources/pdf/Injury-reporting-guide.pdf>.

Procedure:

- I. In the event of a work-related injury, the supervisor of the injured employee should submit an injury report as soon as possible after the supervisor is notified of any injury, but no later than the first working day following the injury. The human resources manager should be notified by email any time a work-related injury report is submitted. The supervisor also must follow the workers' compensation reporting process and should make his or her respective supervisor aware of the injury.
 - A. Work-related injuries are defined as those occurring to employees of UGA (e.g., faculty, staff and student employees) while in the course of employment as defined by workers' compensation.
 - B. Non-work-related injuries are defined as those occurring to students, visitors, volunteers and guests. An employee injured outside the course of employment would also be considered a non-work-related injury.
- II. In the event of a non-work-related injury, a supervisor in the area the injury occurred should submit an injury report no later than the first working day following the injury or as soon as the supervisor is notified of any injury. The assistant to the executive director of University Housing should be notified by email any time a non-work-related injury report is submitted. Supervisors must also document the injury by other means as requested (e.g., Advocate, duty report and consulting up to supervisors)
- III. After any injury, supervisors should consider preventative measures that may reduce the likelihood of a similar injury occurring in the future.

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