

STUDENT ACCIDENT

Section: Safety and Security

Policy: University Housing staff members will respond quickly and appropriately in addressing student accidents.

Purpose: This policy provides guidelines for full-time, part-time, and temporary employees regarding the proper procedures for addressing accidents involving students.

Scope: This policy applies to all employees of University Housing.

Procedure: In the event of an accident involving (a) student(s), housing staff members should use the following procedure:

- I. If the student needs immediate medical assistance, contact the UGA Police (911) for emergency care.
- II. Employees should notify the appropriate:
 - A. Community office (when the incident occurs during normal business hours)
 - B. Residential Programs and Services (RPS) staff member on call (when the incident occurs outside of normal business hours)
- III. Document in Advocate
- IV. If any student is injured inside or directly outside of the residence hall, the residence hall director of that community or the staff member on call should complete an injury report.
 - A. Click this link: https://busfin3.busfin.uga.edu/HR/injury_menu.cfm within 24 hours of the incident and then log in with your UGA credentials.
- v. If the student is an employee and an injury occurs while working, the direct supervisor or the staff member on call should complete a Report of Injury Form and Incident/Accident Report located through this link: https://hr.uga.edu/Current_Employees/Benefits/supervisorsGuideWorkersComp/ within 24 hours of the incident.
- vi. If the student is a volunteer with the Residence Hall Association (RHA), community council or the student is involved in a University Housing sponsored program (e.g. floor/hall program), the residence hall director of that community or the staff member on call should complete an injury report through this link: https://busfin3.busfin.uga.edu/HR/injury_menu.cfm within 24 hours of the incident.

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