

<b>Northern Kentucky University</b>	<b>Policy Link:</b> Occupational Safety Policy
<b>Issue Date:</b> 11/02/2018 <b>Revised Date:</b>	<b>Title:</b> ACCIDENT/INCIDENT REPORTING PROCEDURE

### OBJECTIVE AND PURPOSE

The purpose of the Accident/Incident Reporting Procedure is to notify appropriate personnel when an accident or injury has occurred on campus and expedite accident and injury cases. This procedure is administered under the authority of University Occupational Safety Policy.

### DEFINITIONS

There are no definitions listed for this procedure.

### RULES AND PROCEDURES

The Incident Report Form should be used by all faculty, staff, students, contractors, and visitors to report ANY incident that either results in bodily injury, illness, or an accident that could have resulted in bodily injury (a near miss) that occurred at Northern Kentucky University (NKU). This form must also be filled out to report property damage resulting from such an incident, including vehicle accidents. Please complete the report to the extent you can.

Any questions, the answer to which is either not known to you or unavailable, should be left blank. Every effort must be made to complete this document as soon as possible.

In the unfortunate case of a fatality, inpatient hospitalization, or serious injury, IMMEDIATELY contact University Police at (859)572-7777.

### Report a New Accident/Incident or Near Miss

Completing this form does not relieve individuals from an obligation to contact Human Resources, Police, or relevant authorities.

### In addition to completing this report please contact the following:

#### PERSON INJURED IS A...

**Faculty or Staff Member**

#### CONTACT

Human Resources (859) 572-6063  
or the 24-hour access line at 1-800-440-6285

**Student**

Student Office of Student Conduct, Rights, and Advocacy  
(859) 572-5147

**Visitor, Contractor, or Volunteer**

Procurement (859) 572-5265

**University Vehicle Accidents**

University Police (859)572-5500 or local police department if off campus

The Accident/Incident Report Form is for record keeping and tracking purposes only. Appropriate personnel will be notified in order to assess, and determine if any further action needs to be taken.

## **RESPONSIBILITIES**

### **Safety and Emergency Management Responsibilities**

It is the responsibility of Safety and Emergency Management to provide support, as requested, to persons completing the online Accident/Incident Report Form, updating the Accident/Incident Report as needed, and contacting appropriate personnel that will provide additional assistance if necessary.

### **Department Chair/Director Responsibilities**

Notify department personnel of reporting responsibilities and ensure that all accidents/incidents are reported using the online form.

## **TRAINING**

Departments shall ensure adequate training for each employee in relation to this procedure. Documentation shall be maintained for each employee. For additional assistance contact Safety and Emergency Management.

*For additional information, forms, training, and other resources visit [nku.edu/safety](http://nku.edu/safety).*