



## Accident/Fire Reporting Policy CO-CS-PR9

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Environmental Health & Safety

Revision Date: 21 October 2004

Errors or changes to: [aim@uta.edu](mailto:aim@uta.edu)

NOTE: This policy deals with **administrative**, not **emergency** reporting

### I.

For the purpose of this policy, an accident is defined as: an unplanned or unscheduled event resulting in an injury (requiring medical attention) to any person while on this campus, or a property damage loss to this University. This includes an accident/fire involving University equipment, vehicles, (owned, leased, rented or loaned), facilities, or personnel performing their normal duties, which results in an injury to non-University personnel, damage to non-University equipment or facilities.

### II.

Every accident/fire shall be reported to the Environmental Health & Safety Office by the "in-charge" faculty member, administrator, supervisor or foreman. Department heads and directors, on being notified of an accident/fire, should insure that the proper emergency response agencies have been notified and confirm that the Environmental Health & Safety Office has been advised. Accidents occurring at other than normal office hours should be reported to the Environmental Health & Safety Office at the beginning of the next workday. Campus accidents or fires resulting in a fatality, serious disabling injury or major facility damage during other than normal office hours will be reported to the Environmental Health & Safety Office (ext. 22185) by the University Police Department.

### III.

This procedure of telephone notification does not alter existing written report requirements for Worker's Compensation Insurance, police activities, or individual department procedures.