

[Click here for the Incident Investigation Report form \(employee incidents only\)](#)

[Click here for the Employee Accident Procedure Flow Chart](#)

It is the policy of Dillard University that all accidents or incidents that result in personal injury and/or damage to University property shall be properly reported and investigated. Although accident/incident investigation is a reactive process, a comprehensive accident reporting and investigation process is a proactive measure that can effectively prevent or minimize future accidents/incidents. This operating procedure establishes a systematic process to ensure that accidents/incidents are properly reported and documented in a timely manner and that the appropriate corrective actions are taken, ensuring that all are promptly and completely carried out.

Employees are responsible for reporting any work-related injuries/accidents/incidents to their manager/supervisor as soon as possible. All accidents/incidents must be reported no later than the end of the employee's regular work shift to Risk Management located in the Office of Auxiliary Services. (Note: Employees must also complete the appropriate Worker's Compensation forms as soon as possible, normally within 24 hours of the incident pursuant to the Worker's Compensation.)

**The Office of Auxiliary Services & Risk Management** shall participate in accident investigations, either directly or by review of the report, as deemed appropriate to the incident. The Director of Risk Management shall determine the level of participation that is warranted.

**The Office of Human Resources and Benefits** is responsible for administering the Workers' Compensation benefits program for work-related injuries or illnesses. The Office of Auxiliary Services/Risk Management as well as the employee's direct report or designee is responsible for contacting the Office of Human Resources and Benefits.

**Contact:** slogan@dillard.edu   **Phone:** (504) 816-4944   **Fax:** (504) 816-4224

**Hours of Operation**

Monday – Friday, 8 a.m. – 5 p.m.

**Dillard University Auxiliary Services is located at:**

2601 Gentilly Boulevard- Kearny Hall

New Orleans, LA 70122

Phone: (504) 816-4604

Fax: (504) 816-4833