

# Reporting Injuries

## Employee Injuries

Both the employee and the supervisor have the responsibility to report all accidents involving lost time or a dangerous condition to the Human Resources Department. Workers Compensation Accident Reporting Forms are available at Human Resources.

## Student Injuries

Students must report all dangerous conditions to their residence hall assistant or instructor, who shall inform the Campus Safety Officer. Students who suffer an injury on campus should report to University Health Services for diagnoses and or treatment. Please use the following form [Accident / Report Form](#).

## Visitors Injuries

The coordinator of the special event or the department office that has brought the public visitor(s) on campus shall record all information concerning damages and/or injuries involving the visitors. The reports of all accidents should be forwarded to the Business Affairs office. Please use the following form [Accident / Report Form](#).