



## **Injury reporting and treatment information**

### **Applicable regulations**

[ASU EHS 115 – Incident Reporting and Investigation](#)  
[ASU EHS 403 – Chemical Release Emergency Response](#)  
[SPP 504-02 – Worker's Compensation](#)  
[SPP 801 – Employee Conduct and Work Rules](#)  
[PDP 104-01 – Laboratory Emergencies](#)

### **Applicability**

Accidents or incidents are typically defined as an unintended happening or mishap. Most often an accident is any unplanned event that results in personal injury or in property damage. The failure of people, equipment, supplies, or surroundings to behave or react as expected causes most accidents.

ASU asks that all incidents resulting in an injury to an ASU employee, student, or visitor, or damage to ASU property in excess of \$500 be reported to EHS.

Incidents may be reported electronically by using an electronic form available at the [Incident Reporting](#) web page. Alternatively, you may report the incident by telephone at 480-965-1823 or [asuehs@asu.edu](mailto:asuehs@asu.edu).

### **Requirements**

If an ASU employee is injured or becomes ill from a work-related incident, the Arizona Department of Administration requires reporting and additional forms to be completed in order to process Worker's Compensation Claims. These [forms](#) along with step by step instructions on how to complete the process are available on the Human Resources forms webpage under Worker's Compensation Packet.

As of August 1, 2015, please be aware that the Arizona Department of Administration or ADOA is adding an additional service to its worker's compensation management system. ADOA is making a Nurse Triage Service available to any employee who is unfortunate enough to be injured while on the job.

Insurance related information is available on the [Insurance webpage](#).

As a reminder, supervisors or other management personnel completing incident investigation reports should determine an initial or apparent cause to the accident and ensure correct action is taken as appropriate to prevent others from being injured in the same manner. Listed below are steps involved in completing an accident investigation.

1. Ensure medical treatment is provided if necessary. Call 911 if it is a medical emergency.
2. Secure the scene if there is a serious accident and contact ASU EHS.
3. Identify what occurred by interviewing the employee and/or any witnesses.
4. Identify what happened –who, what, where, why.
5. Identify an apparent cause of the accident.
6. Complete the Supervisor's Incident Investigation Form and review it with the Facilities Development and Management Safety program Manager.
7. Submit the forms included in Appendix B to the FDM Human Resources Representative.

### **Additional information**

Contact ASU EHS office at 480-965-1823 or [asuehs@asu.edu](mailto:asuehs@asu.edu) if you require assistance in determining the cause of an incident. Visit [cfo.asu.edu/workplace-community-safety](http://cfo.asu.edu/workplace-community-safety) for more information.

Questions? Contact ASU Environmental Health and Safety at 480-965-1823 or email [asuehs@asu.edu](mailto:asuehs@asu.edu).