## **Accident Reporting Procedures at UNE**

Employee Injured	Call Safety & Security	Employee completes statement on accident report	Employee forwards copy of accident report to HR within 24 hours	HR notifies manager of incident	HR forwards accident report to EH&S for statement	EH&S forwards completed accident report to HR
Student Worker Injured Performing Work Duties	Call Safety & Security	Student Worker completes statement on accident report	Student worker forwards copy of accident report to HR within 24 hours	HR notifies manager of incident	HR forwards accident report to EH&S for statement	EH&S forwards completed accident report to HR
Student or Visitor Injured at Campus Center	Call Safety & Security	Student manager completes incident report & forwards to Security	Security documents incident & creates report	Security forwards incident report & supporting documents to Claims Manager		
Student or Visitor Injured on campus	Call Safety & Security	Security documents incident & creates report	Security forwards incident report & supporting documents to Claims Manager			
Sodexo Employee Injured	Call Safety & Security	Security documents incident & creates report	Security forwards incident report & supporting documents to Sodexo Manager			
Sodexo Student Worker Injured	Call Safety & Security	Security documents incident & creates report	Security forwards incident report & supporting documents to HR			
Volunteer Injured	Call Safety & Security	Volunteer completes statement on accident report	Volunteer forwards accident report to manager for statement	Manager forwards copy of accident report to HR within 24 hours	HR forwards accident report to EH&S for statement	EH&S forwards completed accident report to HR