SOUTHWEST MINNESOTA STATE UNIVERSITY

Business Services Internal Procedure

Reporting Injuries/Property Damage

Presented below are procedures, which should be used by people reporting injury/illness and/or property damage while participating in activities at Southwest Minnesota State University.

The procedure of reporting injury/illness and/or property damage applies to visitors, students and employees who are not working for SMSU at the time of the injury/illness and/or property damage. Employees and student workers on student or state payroll, who are injured while working at SMSU should follow Worker's Compensation procedures which can be obtained at SMSU Human Resources.

Student health Services staff may provide an initial assessment upon injury but will refer people to practitioners for treatment.

Reporting Procedures

1. Any person involved in an injury/illness and/or property damage OR any state employee who has witnessed or is notified of such a situation should immediately contact the SMSU Tort Claims Officer located in the Business Services office, IL 131.

2. In Incident Report form, which reports the injury/illness and/or property damage, should be completed. These forms are available from the Tort Claims Officer. If an SMSU employee witnesses the incident, the Tort Claims officer, with assistance from the injured party, should complete the form. If known, a list of all witnesses, with addresses and telephone numbers, is to be included in the report.

3. The Incident Report will be sent to Risk Management at the Department of Administration where an investigation of the reported incident will be conducted.

4. Risk Management will work with the affected individuals to resolve any issues or claims.