

# DAKOTA SCHOOL OF MINES & TECHNOLOGY

## Policy Manual

**SUBJECT:** Reporting of Incidents, Accidents, or Unsafe Conditions

**NUMBER:** Policy VII-07 (Formerly Policy VII-A-10)

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It is necessary that Incident, Accident, or Unsafe Condition reports be filed whenever accidents, incidents, or unsafe conditions occur on campus or off-campus involving SD Mines personnel, students, or property. If an employee is involved in the incident or accident, the employee must also complete a First Report of Injury.

### Employee First Report of Injury

1. All incidents or accidents resulting in personal injury, during work related activities, to employees must be reported to your supervisor and the human resources department within 3 days of the incident/injury. Reports must be completed within seven days of the incident.
2. The First Report of Injury reports can be completed at the following web address: <http://benefits.sd.gov/workerscompensation.aspx> . The human resources department is available to assist employees in completing the report.

### Incident, Accident, or Unsafe Condition Reports

1. All incidents, accidents, or unsafe conditions involving students, employees or the general public that are tangible or intangible (for example, bodily injury, property damage, theft, trespassing, etc.) must be reported as soon as possible.
2. The Incident, Accident, or Unsafe Condition report can be completed at the following web address: <http://www.sdsmt.edu/Campus-Services/Environmental-Health-and-Safety/>. The following areas are available to assist in completing the reports: Campus Safety and Environmental Health and Safety.

### Automobile Accident Reports

1. If you are the driver of a state-owned vehicle on state business and there is an accident in which your vehicle is involved, the only information you should make available is the name, address, and phone number of our insurer, PEPL. State employees are expected to promptly and properly report accidents, incidents, and/or unsafe conditions, as well as claims made against the State of South Dakota, its officers, agents and employees. All accidents involving a fatality serious bodily injury, or serious property damage should immediately be reported to Claims Associates, Inc., the state's claims adjusting service, at their 24 hour emergency number, 1-888-430-2249. All accident reporting information is

located in the glove compartment of every state vehicle in accordance with Fleet and Travel regulations.

2. An automobile accident notification card must be filed with Facility Services. These forms are in each vehicle and are located with the vehicle registration card on the vehicle's sun visor.

SOURCE: Jul. 1989; Facilities & Risk Management Department, December 2016

Reference: State of South Dakota Risk Management Manual, Section IV, Contracts 4-1, 4-2