

## **PROCEDURE FOR REPORTING PERSONNEL INJURY AND PROPERTY DAMAGE INCIDENTS**

The Risk Management and Safety Office (RMS) and the Office of General Counsel (OGC) of the Texas A&M University Systems requires immediate notice of the essential details of any possible claim that may arise under the Texas Tort Claims Act (Chapter 101, Texas Civil Practice and Remedies Code) within 5 working days. Additionally, certain incidents involving fire require reporting to the State Fire Marshal and the steps are below:

### **ACCIDENT DESCRIPTION TYPES THAT REQUIRE INCIDENT/INJURY REPORT FOR NON-TAMUCC EMPLOYEES TO BE SENT TO SYSTEM RISK MANAGEMENT OFFICE (RMS)**

- All visitors, invitees (those paying to attend conferences and concerts) and campus tenants from other state or federal agencies.
- Student accident that the Safety Officer determines as a potential premise hazard or university equipment defect (other than motor driven vehicle or equipment).
- Off-duty employee accident on campus that the Safety Officer determines a potential university premise hazard or equipment defect (other than motor driven vehicle or equipment).
- Campus trespasser.

### **INCIDENT DESCRIPTION TYPES THAT REQUIRE REPORTING TO THE STATE FIRE MARSHAL**

1. Property damage; loss of life; and significant injury caused by fire require reporting to the State Fire Marshal.

### **RESPONSIBILITIES OF THE UNIVERSITY POLICE OFFICER FOR HANDLING THE ABOVE INCIDENTS**

1. During normal working hours, Monday through Thursday (8:00 a.m. - 5:00 p.m. and Friday 8:00 a.m. - 3:00 p.m.), assist individual involved in an accident and assist with emergency medical assistance if needed.
2. During normal working hours, Monday through Thursday (8:00 a.m. - 5:00 p.m. and Friday 8:00 a.m. - 3:00 p.m.), a Safety Officer from Environmental Health and Safety Office at 361-825-5555 must be called to report to all accident scenes.
3. A written police report, including pictures and any supporting documents must be submitted to Environmental, Health & Safety Office for all accidents regardless of time of accident or the nature of accident.
4. Any after hour incident will be reported to Environmental, Health & Safety Office the beginning of the next business day and a preliminary police report submitted as soon as possible the first business day after the incident.

### **RESPONSIBILITIES OF OTHER DEPARTMENTS THAT COMPLETE INCIDENT/INJURY FOR NON-TAMUCC EMPLOYEES FORM**

1. Complete incident/injury form.
2. Call EH&S Office if there is a safety issue for immediate attention. If after hours, leave message at 361-825-5555.
3. Send completed Incident/Injury Form to Environmental, Health & Safety Office as soon as possible.

### **RESPONSIBILITIES OF ENVIRONMENTAL, HEALTH AND SAFETY OFFICER FOR HANDLING THE ABOVE INCIDENT**

1. During normal working hours, Monday through Thursday (8:00 a.m. - 5:00 p.m. and Friday 8:00 a.m. to 3:00 p.m.), respond to accident scene and assess accident area for corrective action, if necessary.
2. Interview witnesses and request TAMU-CC employee involved in observing or discovering the injury/property damage to complete Incident/Injury Report for Non-Employees Form.
3. For after hour incidents, begin an investigation the next business day after notification by University Police or other departments.

4. Request university witness to fill out TAMUCC Incident or Injury Report for Non-Employees.
5. Instruct person filling form to:
  - Relate only to the facts on this form.
  - Should not give this form to the injured person to complete.
  - Should not contact the injured person later to obtain information.
  - Should be observant – must attempt to get as much information as possible at the time of the incident, and
  - Should not discuss the incident with anyone – except University Police Department and Environmental, Health & Safety Office personnel.
6. If there are no witnesses to the incident, Environmental, Health and Safety Officer will complete the TAMUCC Incident/Injury Report for Non-Employees based on assessment of the incident.
7. Environmental, Health & Safety Office will submit completed form and all documents, including copy of police report related to possible claims to the System Risk Management Office and Administrative Services Office at USC 231, Unit No. 5735. Professional judgment should be used when determining possible claim indication.
8. Environmental, Health & Safety Office will also report to the State Fire Marshal any incident involving property damage, loss of life, and significant injury caused by fire.

**PROCEDURE FOR EMPLOYEES REPORTING INCIDENT THAT HAPPENED ON CAMPUS  
WHILE OFF DUTY**

1. Off duty employees involved in an incident on campus will be treated as visitors. The reporting procedures for the University Police, other departments and the Environmental, Health and Safety Office will be followed.
2. Employees involved in work related incidents on/off campus should report the incident immediately to Human Resources Department at 361-825-2630 and follow Human Resources procedures on how to report work related injuries.

**FORM ATTACHED**

1. [Incident/Injury Report for Non-TAMUCC Employees](#)