

**SECTION:** Business Affairs/Human Resources and Risk Management

**SUBJECT:** Accident Reporting

- Worker's Compensation
- Non-work Related
- Personal Vehicle Accident

**ISSUED BY:** Human Resources and Risk Management

**REPLACES:** N/A

**APPROVED BY:** Business Affairs

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### **Accident Reporting**

#### Worker's Compensation Reporting Guidelines

Employees of Asbury College, including student workers, who are injured while on the job, must report accidents and injuries to their immediate supervisors. Reporting must be done within 24 hours of the incident. Work place injuries must be reported by use of a reporting form called SF-1. This form, required by the Commonwealth of Kentucky, is available on the Human Resources site on NOAH or by contacting the Human Resources Office.

Workers compensation injuries are covered by American International Companies (AIG) and medical treatment is available through the First Health Network. A list of these physicians is available at [www.aigcs.net](http://www.aigcs.net) or through the Human Resources Office. Employees have the right to choose to treat with physicians on this list. Injuries requiring off-campus medical attention will be assigned a nurse case manager through Occupational Managed Care Alliance (OMCA).

If an employee is injured in your work area please follow these steps:

1. Employee must notify the supervisor of an injury sustained while on the job. Preferably the same day of the injury or the next business day (within 24 hours).
2. Contact the Human Resources Office immediately. Supervisor is responsible for gathering information to complete the injury report form (SF-1) and sending it to the Human Resources Office immediately. It is very important that you complete the SF-1 as thoroughly as possible, particularly questions that pertain directly to the nature and cause of the injury or illness. Please note if there were any witnesses present at the time of injury. In addition signatures of both the employee and supervisor are required.
3. If the employee needs to seek first aid or other minor treatment please seek treatment from the Asbury College Clinic. Contact the Clinic at extension 2277 to inform the Clinic the employee is on the way.

4. If the Clinic is not available or it is an emergency situation the employee should seek treatment from a participating provider. A provider list is available at [www.aigcs.net](http://www.aigcs.net) or through the HR Office.
5. Any information or paperwork provided to the employee by the health care provider must be provided to the Human Resources Office.

#### Non-work related

1. Any non-work related accidents/injuries that occur to students (not working), visitors, or off-duty employees on Campus must be reported on an Accident Report Form. This form may be obtained in Human Resources Office or the Asbury College Alumni Clinic. Employees in these areas will assist in completion.

#### Personal vehicle accident

If an employee is conducting College business and becomes involved in an automobile accident while driving their own vehicle; the employee's personal automobile insurance is primary.

1. The employee should report the accident claim to their personal automobile insurance carrier first.
2. The employee is also required to make a report of the accident to Human Resources within 24 hours or one working day of the accident.

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