



REPORTING EMPLOYEE INJURIES GENERAL ORDER #9.08

Adopted: 08/04/2006

Replaces: New Order

POLICY

All *Stanford University Department of Public Safety* personnel will report, in a timely manner, all injuries that occur while on duty.

PROCEDURE

A. INJURED EMPLOYEE'S RESPONSIBILITY

1. Any employee that receives an injury while working, shall notify their immediate supervisor as to the nature of the injury and shall document the injury on an Employee's Report including the following information;
 - a. The date and time that the injury occurred
 - b. The nature of the injury
 - c. How the injury occurred
 - d. Information on any potential witnesses to the injury
 - e. Information on any medical treatment that was sought
2. Upon completing the report, the employee will forward it to their immediate supervisor for review purposes.

B. WITNESSES EMPLOYEE'S RESPONSIBILITY

1. Any employee that witnesses another employee receiving an injury shall document the information on an Employee's Report including the following information:
 - a. The date and time that the injury occurred
 - b. The nature of the injury
 - c. How the injury occurred
2. Upon completing the report, the employee will forward it to their immediate supervisor for review purposes.

C. SUPERVISOR'S RESPONSIBILITY - Upon receiving notification of an injury received by an employee, the supervisor shall do the following;

1. *Provide the employee with a Worker's Compensation Claim Form (Form DWC 1) and the Stanford University Environmental Health and Safety Report (Form SU-17) for completion. The employee must be given these forms within twenty-four hours of the employer's (includes any supervisor, manager, lead, etc.) knowledge of injury or disability.*
2. *Complete "employer/supervisor" portion of both forms.*
3. Document injury on Sergeant's Watch Log.
4. Photograph injury if necessary.
5. Collect and review Employee's Reports from injured employee and any witnesses.
6. Complete a brief investigation into the injury - looking for such things as potential witnesses, safety concerns, training issues, equipment problems.
7. Document any additional factors related to the injury.
8. Forward copies of all reports to the Division Lieutenant, Captain and Sheriff's Captain.

D. DIVISION LIEUTENANT RESPONSIBILITY - Upon receiving notification of an injury to an employee assigned to their division, the Division *Lieutenant* shall;

1. Review all documents for completeness.

2. Forward all documents to the *Administrative Services Manager*.
3. See to it that any safety, training and/or equipment concerns are corrected.

E. **ADMINISTRATIVE SERVICES MANAGER RESPONSIBILITY** - Upon receiving notification of an injury to an employee, the *Administrative Services Manager* shall:

1. Review all reports for completeness and accuracy.
2. Forward copies of the following reports to the *University's Risk Management Unit*;
 - a. Worker's Compensation *Claim Form (Form DWC 1)*.
 - b. *Stanford University Environmental Health and Safety Report (Form SU-17)*.
 - c. Injured party's Employee's Report.
 - d. Witness Employee's Report.
3. Review reports looking for such things as potential safety concerns, training issues and/or equipment problems.
4. Document any problems or concerns discovered and forward to *Field Services Captain and Director*.
5. Oversee that concerns are corrected and document how corrected.
6. Track all injuries and submit *periodic* reports to the *SUDPS Executive staff*.
7. Follow guidelines, policies and procedures as established for their position.
8. Establish a close working relationship with the *University's Risk Management Unit*.
9. Provide necessary assistance to all injured employees.


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