

# What To Do If You Have An Accident

## Frequently Asked Questions For The Safety Director

*Reference: EH&S Policy, section 4 – [www.louisiana.edu/ehs](http://www.louisiana.edu/ehs)*

### General Information

The purpose of this document is to remind all UL Lafayette employees the procedures for responding and reporting any accident that occurs while they are working. **All University employees are responsible for knowing the information in this document as per Louisiana Office of Risk Management (ORM) requirements.**

*Question: Is it necessary to report all accidents?*

Answer: Yes, but use good common sense. A paper cut is not an accident. However, something that seems small can turn into something big. As an example, an employee felt a sting while working on campus. Later that area became red and swollen. The sting was a bite from a Brown Recluse Spider – which can be fatal.

*Question: Can you further define an “accident”?*

Answer: Sure. One way to classify an accident is Claimable or Non-Claimable (see below for more information). Other types of accidents include: motor vehicle Accidents involving state-owned or personally owned automobiles, water vessel (boating) accidents, and on the job accidents that occur on and away from campus.

### Help Is On The Way...

*Question: How do I report an accident and whom should I call?*

Answer: In emergencies, dial 911 from anywhere. University Police are our first responders and they will contact other emergency responders if necessary. Dialing 911 from any campus phone goes directly to University Police. A 911-phone call from anywhere else will be routed to University Police.

*Question: Who else needs to be contacted to report an accident?*

Answer: You should contact your **Departmental Safety Coordinator (DSC)**. Check the EH&S webpage at [www.louisiana.edu/ehs](http://www.louisiana.edu/ehs) or call 482-5357 to identify your DSC. These persons are trained to properly report any accident. You should also report any accident to your immediate supervisor.

### To Claim Or Not To Claim – That Is The Question

*Question: When does the state get involved in an accident?*

Answer: Any accident on the job that requires professional medical attention is technically a Worker Compensation claim. This applies whether or not the accident involves lost work time. The University contact for any Worker Compensation claim is:

**Jenny Dorsett**  
**Human Resources Analyst**  
**482-6246**

[jmd4516@louisiana.edu](mailto:jmd4516@louisiana.edu)

*Question:* Are non-Worker Compensation accidents reported to the state?  
*Answer:* On occasion, ORM will visit UL Lafayette to investigate an accident. The purpose of this is to help identify unsafe conditions or acts and recommend corrective action. I welcome this as “2 heads are better than 1”.

### **Paperwork – The Necessary Evil**

*Question:* What reporting documentation is required for on the job accidents?  
*Answer:* Your DSC can help you with this. However, consider the following:

1. Accidents requiring professional medical attention: Call Jenny Dorsett – she will help you complete a “First Report Of Injury” form.
2. Accidents not requiring professional medical attention: DSC will complete a DA2000 form and forward this to Jenny Dorsett.
3. Motor Vehicle Accidents: Complete a DA2041 form and forward to the EH&S Office. This document is in the glove box of every state vehicle. Keep a blank copy of this document in your personal vehicle.
4. Water Vessel Accidents: Complete a VOHR-12-00 form *at the scene of the accident*. You must report this type of accident to the Department of Wildlife and Fisheries immediately.

Note: All of the documents listed are available on the EH&S webpage at: [www.louisiana.edu/ehs](http://www.louisiana.edu/ehs) or call 482-5357.

*Question:* What does the University do to prevent accidents from re-occurring?  
*Answer:* All accident reports are sent to my office for review. If necessary, I investigate the accident and take necessary corrective action.

### **Anything Else?**

*Question:* What about accidents involving students?  
*Answer:* Dial 911 if necessary. For reporting purposes, student workers are treated as University employees. Students who are not injured on the job should be reported to Wayne Theriot, Assistant Vice President for Business Services.

*Question:* What about safety training for lab classes?  
*Answer:* This is important. Laboratory Instructors are responsible for proving that their students can demonstrate safe lab procedures. For more information, see section 10 of the EH&S policy found on the webpage.

*Question:* What about correcting unsafe conditions before an accident?  
*Answer:* Great question. These can be reported to the Physical Plant 24/7 at 482-6440 or email at: [workorder@louisiana.edu](mailto:workorder@louisiana.edu). Be prepared to give the exact location of the problem and a contact person.