# Purpose

The purpose of the Accident Incident Reporting and Investigation Program is to ensure that all accidents, incidents, close calls/near-misses, or unsafe conditions, involving University employees, students, contractors, or visitors are reported and investigated in order to prevent future occurrences.

# Applicability

This policy, and all the requirements and related programs stated within, apply to all University employees, students, contractors, or visitors.

# Procedure

**Emergency Assistance:** For on campus accidents/incidents requiring emergency assistance, contact the UCPD at 123 from a campus phone or 773.702.8181 from other phones to arrange for on-scene medical assistance. For off campus accidents/incidents requiring emergency assistance, dial 911 to arrange for on-scene medical assistance.

**General Medical Attention for On-Site/Off-Site University Employees:**

If you are a University of Chicago employee and you are injured on the job during your employment:

1. Report the accident/incident or have someone report on your behalf (e.g., witness) to your supervisor or HR representative and in **UCAIR**;
2. Seek medical treatment at the University of Chicago Medicine (UCOM) or Adult Emergency Room (if offsite seek medical attention at UCOM or the nearest emergency Room);
3. Always use the “buddy” system when obtaining medical attention by having someone escort the injured individual to receive medical treatment;
4. Your supervisor or HR representative will complete: Request for Evaluation and Treatment – Work Related Illness or Injury WC Form 100 (Form 100) and Supervisor’s First Report – Workers’ Compensation Claim of Injury/Illness.
5. Your Supervisor or HR representative will provide you with Employee Statement of Injury or Illness - Workers’ Compensation Rights and Responsibilities statement, and Authorization to Release Protected Health Information.
6. Scan and email the aforementioned forms to leaveadministration@uchicago.edu or fax to 773.834.4847.

**General Medical Attention for Off-Site University Employees Located Outside of Illinois:**

If you are a University of Chicago employee, but work at a satellite location outside of Illinois and are injured on the job during your employment:

1. Seek medical treatment as you would for any medical or injury condition (There are no designated providers outside of Illinois); and
2. Report the accident/incident or have someone report on your behalf (e.g., witness) to your supervisor or HR representative and in **UCAIR**.

**General Medical Attention for Students:**

Student Injury/Illness Reporting Flow Chart shall be used to guide students/student workers to the right department for medical assistance. If you are a University of Chicago student and are injured while performing work, follow the procedures above for “General Medical Attention for On-Site University Employees”. If you are a student and are injured or become ill for any other reason:

1. Seek first aid or medical treatment immediately at one of the following depending on the time or nature of the accident or injury; and
2. Always use the “buddy” system when obtaining medical attention by having someone escort the injured individual to receive medical treatment.

**Non-University Personnel (Visitor or Contractor):**

1. Report the accident/incident or have someone report on your behalf (e.g., witness) to the University of Chicago Police Department at 773.702.8181, Risk Management at 773.702.3693; and in **UCAIR**. The University of Chicago Accident Incident Reporting system (UCAIR), enables anyone to submit accident and incident reports. UCAIR does not replace contacting the University of Chicago Police Department (UCPD) at 123 from a campus phone or 773.702.8181 from any other phone for emergencies, but rather supplements the process by streamlining and centralizing recordkeeping.