



SUBJECT: Human Resources

PROCEDURE: 405.1.1 Accidents

RELATED POLICY: 405.1 Accidents

EFFECTIVE: November 2021 REVISED:

REVIEWED:

Procedure

Incident report forms are required for any injury, no matter how minor.

Forms can be found online on our website, under Faculty & Staff, Forms, Common Forms.

Once completed, forms should be filed with the Executive Director of Operations no later than the end of the day the injury occurred.

For injuries that may require medical attention, employees must complete a First Report of Injury. A link to the form, as well as further information about workers compensation benefits can be found here:

<https://facstaff.gfcmsu.edu/workerscomp/index.html>