

# Texas Woman's University

## Library Policy Manual

**Policy Name:** Accident Reporting Checklist and Policy

**Last Library Review:** March 2022

**Next Library Review:** March 2023

**Purpose:** The purpose of this policy is two-fold: 1) to address the documentation needs when faced with reporting of an incident or accident in or near the TWU Libraries; and 2) to provide a quick checklist of information needed in order to prepare a formal report. All TWU Libraries will adhere to the University's policies.

**Note:** Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.

**Checklist for Incidents/Accidents** (keep these items in mind in order to write up a report later)

- Date of incident
- Time incident occurred
- Exact location of incident
- Description of the incident
- Description of what was happening at the time of the incident (what was going on around you? what were you doing? what were other people doing?)
- Contact information for witnesses to this incident, or anyone else who should be contacted about the incident
- Photos or other documentation (if applicable)
- Did property damage occur?
- Did injury or illness occur?
- Description of any factors that may have contributed to the incident
- Recommendations to avoid this incident from occurring in the future
- Any additional information that might be helpful

## **Policy for Incidents/Accidents Reporting**

**When an accident/incident occurs that results in injury or property damage, take the following actions:**

Call DPS immediately to report the accident/incident.

**81-2911** (Denton) or 940-898-2911

**82-6666** (Dallas) or 214-689-6666

**84-2222** (Houston) or 713-794-2222

If you are an employee involved in an accident/injury, contact your immediate supervisor and inform them of the accident/injury **within one (1) business day**.

Complete the TWU Incident Report Form (<http://veoci.com/veoci/p/w/95n222ffe4af>) **within 48 hours** of the accident.

If injured, complete the Worker's Compensation Packet (<https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=31062>) as soon as possible, but no later than **30 days** after the incident.

For supervisors, if your employee is or thinks they may be injured, complete the Supervisor's Worker's Compensation Packet (<https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=31062>) **as soon as possible**.

### **Information needed for the TWU Incident Report Form:**

1. Date of incident
2. Time incident occurred
3. Exact location of incident
4. Description of incident
5. Description of what was happening at the time of the incident (what was going on around you, what were you doing, what were other people doing?)
6. Contact information for witnesses to this incident, or anyone else who should be contacted about the incident
7. Photos or other documentation, if applicable
8. Did property damage occur?
9. Did injury or illness occur?
10. Description of any factors that may have contributed to the incident
11. Recommendations to avoid this incident from occurring in the future
12. Any additional information that might be helpful

The TWU Incident Report Form will go to TWU's Department of Risk Management for review. If necessary, they will contact you for additional information. This form can be used to report all incidents

(including injuries, illnesses, property damage, as well as “near-misses”). This allows identification of appropriate controls to reduce risk to faculty, staff, and students.

**Review:**

The Library’s Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.