

Northwest Missouri State University

Policy and Procedures Manual

Chapter Finance

Section Accident and Liability
Incident Reporting

I. Purpose

The purpose of this policy is to provide information to University employees regarding the reporting of accidents and incidents.

II. Definitions

A. Accident: Any occurrence causing physical injury to property or bodily injury to any person, whether or not a member of the University community, which (1) occurs on University property, (2) involves the use of University vehicle, University machinery or University equipment, or (3) involves an act or omission by a University officer or employee in the course of University employment.

B. Liability Incident: Any actions, circumstances, or events, causing physical injury to property or bodily injury to person, which might reasonably be expected to result in a claim or legal action against the university for damages.

III. Accidents on State Property

Governing State Statute - The State of Missouri and its public institutions do not purchase general liability insurance, but are protected from causes of action under Missouri law and all other courts of competent jurisdiction by the State Legal Expense Fund, Chapter 105.711 MSMo and the sovereign immunity law of the State of Missouri, Chapter 537.600 RSMo. Before a claim can be considered under the fund, State Risk Management must first conclude that a dangerous condition of property existed, as required by the statutes.

Reporting Procedures –

Step 1 – Medical Attention

Step 2 – Reporting of Accidents - Injuries – Non-Work and Work Related

Step 3 – Financial Responsibility

1. Medical Attention

A. Secure prompt medical attention as follows, depending on the urgency of the case and the injured individual's wishes.

1. First Aid (First Aid boxes are in all buildings)

2. University Wellness Center

3. Physician's Office (**for work-related injury, must be a Maryville physician**)

4. Hospital Emergency Room

B. Secure transportation

1. Ambulance – emergency only

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2. University Police – University Police will transport non-work related, injured or ill students from the University Wellness Center location on campus to and from the hospital or doctor’s office upon request from the University Wellness Center, provided there is no other means of transportation to the injured individual (i.e., personal vehicle, friend, parent, spouse, etc.). Supervisor transports student worker.
2. Reporting of Accidents - Injuries
 - A. Non-Work Related
 1. Report immediately to University Police by telephone or in person.
 2. University Police will investigate and complete an Offense/Incident Report form. (**No other reporting form will be acceptable.**) University Police will within 24 hours, send the Offense/Incident Report form to the Finance Office or to the Human Resources Management Office.
 3. Report immediately to supervisor (Department Chair, Dean, supervisor, R.A., Hall Director, etc.) by telephone or in person.
 - B. Workers’ Compensation – (see <http://www.nwmissouri.edu/hr/wc.htm> link on the Human Resources Management Office page on the Northwest website).
3. Financial Responsibility – Medical expenses are the initial responsibility of the injured individual. (This excludes all accidents/injuries covered by Workers’ Compensation for full-time, part-time, temporary and student employees.)
 - A. The individual files the claim with their health insurance company (unless another party was responsible for the accident or injury; then file with the “other party’s” insurance company).
 - B. To determine liability on the part of the University, the Finance Office will file the claim with the Risk Management Office, State of Missouri. At no time should anyone accept liability for the State of Missouri or indicate that the State will be responsible for the medical bills or expenses. All claims shall be reviewed and a determination of liability will be made by the Office of Administration, Risk Management and the Office of Attorney General.
 - C. If there are any questions concerning the claim process, please contact the Finance Office.

IV. Accidents Involving University Vehicles – Off Campus

If a University employee driving a University vehicle is involved in an accident off campus, the employee is required to immediately report the accident to the local law enforcement authority, their supervisor and Environmental Services. A copy of the offense/incident report should be delivered/forwarded as quickly as possible to the Finance Office. Information regarding the location of the vehicle should be reported to Environmental Services. The Transportation Department within Environmental Services and the Finance Office will jointly determine the feasibility of making repairs to the damaged University vehicle.

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The employee is advised not to make any promises to the owner of the “injured” vehicle or property involved. Simply instruct them to contact the Northwest Finance Office. The Finance Office will complete an accident report form and send it along with the law enforcement agency’s offense/incident report to the Risk Management Section in the State Office of Administration. Risk Management will communicate/correspond directly with the vehicle or property owner in settling the claim of injury.

V. Accidents Involving University Vehicles – On Campus

If a University employee driving a University vehicle or operating University equipment or machinery is involved in an accident on campus, the employee is required to report the accident immediately to University Police and their supervisor. A copy of the offense/incident report will be forwarded by University Police to the Finance Office. If the accident involves a personal vehicle owned or operated by an employee, student or visitor, University Police will provide instructions to the “injured” vehicle owner.