



**HOWARD**  
**UNIVERSITY**

Safety Consideration is Paramount and our Goal is No one Gets Hurt.

In the event that an accident occurs and an injury results, please follow this procedure for reporting Work-Related Injuries or Accidents. Every work-related injury or accident should be reported IMMEDIATELY to your manager. If the injury is a medical emergency and cannot wait for reporting, directly call 911 and DPS for immediate assistance. Examples of medical emergencies include but are not limited to loss of consciousness, chest pain, excessive bleeding, and/or broken bones.

Your manager will aid in getting immediate help and securing the scene, should there continue to be a risk. The manager should, once the immediate risk has been addressed, report it to Human Resources. Human Resources along with EHS Department will investigate and endeavor to eliminate the hazard to prevent future similar incidents.

Return to Work/Modified Duty A written doctor's release is required before an injured employee can return to work. The release should specifically indicate if any work limitations/restrictions are imposed on the individual as a result of the injury.

Human Resources Department will review the work limitations/restrictions and determine if temporary modified or alternate work is available within the school district. If no limitations are noted, the employee is released to full duty.

Incident/Injury Form:

Date: \_\_\_\_\_ Name of Injured: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Direct Supervisor: \_\_\_\_\_

Description of the Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Steps taken to prevent the occurrence in the future

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Conditions related to: (weather, time of day, location)

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