**Personal Injury Accidents**

**Follow these simple steps:**

1. **Serious injury requiring Emergency Medical Services (EMS) contact Campus Police at 540-568-6911**
2. **Report all injuries to supervisors**
3. **Report all injuries to Workers' Compensation at 540-568-2358**

Incidents involving university employees must be reported to the universities Workers' Compensation office as explained on their Website:

[**http://www.jmu.edu/humanresources/benefits/workers-comp/index.shtml**](http://www.jmu.edu/humanresources/benefits/workers-comp/index.shtml)

**3)** **Discuss all injuries with your Supervisor**

It is the duty of all university employees witness to unsafe acts to report such activities to their supervisors. Supervisors shall evaluate all accidents, safety violations, and document the counseling of associates about the action necessary to prevent re-occurrences of recordable injuries.

**4)** **Complete the** [**Accident Investigation Report**](http://www.jmu.edu/riskmgmt/wm_library/Air.pdf)

The unsafe acts of people, and the unsafe conditions that cause accidents, can be corrected only when they are known specifically. This report will help to **identify** them and **correct** them. This report and investigation **must be completed within 24 hours of the accident.** The employee involved and his/her supervisor should cooperate to complete **all** the information requested.  Please use additional paper as necessary.