

## INJURY REPORTING FORM POLICY

**Purpose:** Policies and procedures for reporting injuries that occur within the Department of Recreational Sports

**Scope:** This policy applies to all UGA Recreational Sports employees including student staff

### **Policies:**

#### I. INJURY REPORT FORM

- a. The Department of Recreational Sports requires that anytime an injury occurs within the Ramsey Student Center, Recreational Sports Complex, Club Sports Complex, and any Outdoor Recreation trip that an injury form be filled out by the responding staff members.
- b. The online reporting form must be completed by any responding staff member.
- c. This injury form is to report any work-related injury, non-work-related injury to visitors, guests, students, volunteers, and employees not in the course of their work responsibilities.
- d. In the event a Rec Sports employee is injured, notify the Rec Sports Business Manager immediately.
- e. If Wi-Fi or internet access is limited, a paper version can be utilized.
- f. Do not attempt to state a diagnosis of the injury. For example, you would not document that the patron's right ankle is sprained. Instead, you would only document that the patron's right ankle is injured.
- g. If a paper form is completed, it is the duty of the professional staff member to transfer all information to the online reporting form as soon as an internet connection/Wi-Fi is available.
- h. Once the form is reviewed by Finance and Administration, they will be reviewed by a member of the Rec Sports Business Office and then distributed to the head of the program or facility area for further review/follow up.
- i. All program areas within UGA Recreational Sports will have direct link for reporting installed on tablet(s) and/or iPad(s).

**Procedure:**

I. COMPLETING INJURY REPORT FORM

- a. In the event that an incident occurs, a manager from that program area or a Facility Manager/Senior Manager will complete the form, being sure to complete every box.
- b. The login page for the form can be found here:  
[https://busfin3.busfin.uga.edu/HR/injury\\_menu.cfm](https://busfin3.busfin.uga.edu/HR/injury_menu.cfm)
- c. To complete the form:
  - i. Designated staff or HR partners will log in with their MyID and Password
  - ii. Select the New Injury Report located on the left margin
  - iii. Input basic information including date, time, name of injured person, phone number of injured person, age, and type of incident/accident that occurred (check all that apply).
  - iv. Describe the incident including any witness contact info. Be as specific as possible about the location of the injury. Be sure to include witness names, phone numbers, and email addresses.
  - v. Describe the injury and who is reporting and who is reporting the incident/accident.
  - vi. Indicate what treatment you know has been provided at the time of submitting the report. Do not speculate what care was given after the report.
  - vii. Document contact info for the person submitting the report.
  - viii. Work related or not? Be sure to choose the correct designation.
  - ix. The injured person is employed by UGA (including student employees)
    1. Did the injury occur in the course of employment? YES/NO
    2. Provide the 81x number if the injured individual is an employee
  - x. The injured person is NOT employed by UGA
    1. Identify whether the injured person is a Student, Visitor/guest, Volunteer, or Other (please describe)

- xi. Press Form Complete-SUBMIT when finished.
  - 1. For work-related injuries: you will receive a confirmation email. Be sure to complete the remaining paperwork related to Worker's Compensation. Be sure to notify UGA Recreational Sports HR representative of any potential Worker's Compensation claims.
  - 2. For non-work-related injuries: you will have the opportunity to send any supporting documentation. In most cases, there is likely no supporting documentation. If there is supporting documentation, use ONLY secure email to send these documents. Once submitted, you will receive a confirmation email.