1. **Personal Injuries**
2. Employees who have a job-related injury should immediately notify their supervisor, along with the Environmental Health & Safety Officer (EHSO) and seek medical attention, if needed. If an employee seeks medical attention, the employee should (1) confirm that the doctor accepts Workers' Compensation Insurance ***before*** being treated, and (2) complete the [Workers' Compensation Coverage](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Workers'%20Compensation%20Coverage%20Form.pdf) form and give it to the doctor providing treatment

**Note:** Failure to report the injury within 30 days may result in denial of a Workers’ Compensation Insurance claim. Questions about coverage or benefits under workers' compensation should be directed to AgriLife HR.

1. The injured employee’s supervisor will submit a [Preliminary Report of Injury](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Preliminary%20Report%20of%20Injury%20HR-60.doc)to the EHSO within two days when an employee reports an occupational disease or sustains a job-related injury that results in medical care obtained at a treatment facility or loss of a full day (8 hours) of work.
2. Occupational exposure to disease must be reported to EHSO when the employee is first informed by a competent medical authority of the nature and possible work-related cause of the illness.
3. Precautionary Reports – Occasionally an employee may suffer a minor injury and is reluctant to fill out a preliminary report of injury form. However, even the slightest injury can lead to complications that require medical attention or result in lost time, e.g., back strain or exposure to chemicals. If an employee sustains an injury and does not see any immediate need for medical attention or does not lose any time because of the injury, the employee will submit the injury report as a precautionary measure by writing “PRECAUTIONARY” on the top of the form.
4. The injured employee will keep their supervisor informed of any changes in work status following an injury which affects the employee’s ability to perform their job.
5. The cost of over the counter first aid supplies to treat job-related injuries to employees may be paid by the agency. These expenses may be paid with an agency procurement card or paid by the employee and reimbursed by the agency. The expense must be paid from a non-appropriated fund account (account number not beginning with “1”), such as an IDC account. Costs associated with medical care obtained at a treatment facility must be handled in accordance with A&M System Workers' Compensation Insurance Program requirements.
6. Accounts Payable staff will notify the EHSO whenever payment or reimbursement for first aid supplies is processed for an employee.
7. **Vehicle Accidents**
8. Commercial driver license (CDL) holders involved in an accident in an agency vehicle are required to take a post-accident drug and alcohol test. Refer to Administrative Procedure [60.07](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/6007%20Post%20Accident%20Drug%20and%20Alcohol%20Testing.docx), *Post Accident Drug and Alcohol Testing for Commercial Driver's License Holders* for requirements.
9. Drivers of state-owned vehicles that are involved in a motor vehicle accident will call 911 to report the accident so that a local law enforcement officer will respond to the scene and prepare an accident report. This report is important to help protect the agency from any resulting injury and damage claims.
10. Drivers will also complete the Texas A&M University System (TAMUS) [Motor Vehicle Accident Report](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Motor%20Vehicle%20Accident%20Report.doc) (MVAR) form. Drivers should take digital photos of the vehicles involved in the accident to assist with the claims process. The MVAR photos and any supporting documents should be submitted within two days to the EHSO by email to [safety@tfs.tamu.edu](mailto:safety@tfs.tamu.edu).
11. Drivers should not admit fault in the accident. The TAMUS Office of Risk Management will determine liability.
12. Drivers should not supply a copy of the MVAR to the other driver. This is a TAMUS form only.

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1. Accidents and damage involving rental cars should be reported to the Incident Command Post (ICP) Logistics Section Chief on the MVAR. Additionally, operators should fill out and submit the rental fleet accident/damage report form and provide it to the rental agency.
2. For accidents involving state or federal cooperators assigned to an incident, contact the incident finance section chief or incident safety officer for directions.

CONTACT: [Environmental Health & Safety Officer](mailto:tpecht@tfs.tamu.edu), (979) 458-6697