

EMERGENCY PROCEDURES IN CASE OF INJURY

Any ULM employee who experiences or witnesses an accident involving personal injury should first determine if the injured person requires assistance.

For any injury or property damage, and in most cases, dial 342-5350 first for ULM Police.

Employees

1. A DA2000 must be filled out whenever someone that receives a paycheck from ULM is injured.
2. Go to the immediate area of the accident.
3. Follow recommended emergency first aid procedures, as outlined. Once the safety of the employee has been assured, a report of the accident must be made.
4. Contact EHS office immediately (342-5177) and then your supervisor.
5. Ask the person or persons involved to describe what happened, if possible. Do not fix blame or find fault; just get the facts.
6. Survey the accident scene for information. Assemble any objects that might have contributed to the accident. **Take multiple pictures of everything.**
7. Determine if there were any witnesses to the accident and get their signed and dated, written accounts of the incident.
8. Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
9. The first employee to reach the accident scene is responsible for initiating the report. A completed report (DA2000) must be returned to EHS office within 24 hours of the accident.
10. A supervisor must fill out lines 16 through 23 and Root Cause Analysis.

Everyone Else

1. If anyone is injured on campus that does not receive a paycheck from ULM, a DA3000 must be filled out.
2. Go to the immediate area of the accident.
3. Follow recommended emergency first aid procedures, as outlined. Once the safety of the student/ non-employee has been assured, a report of the accident will be made.
4. Contact EHS office immediately (342-5177) and then your supervisor.
5. Remind the students/ non-employee that the purpose of the investigation is to determine cause.
6. Talk with the injured person(s) and/or witnesses to get the facts. Ask the student/ non-employee for his or her version. Have witness follow up with written statements of what they saw and heard (Facts only, not opinion or speculation).
7. Listen for clues in the conversation that might reveal accident causes. **Take multiple pictures of everything.**
8. Encourage the discussion of ideas for corrective action.
9. Study the possible causes.
10. Write a complete report, using the accident/ incident form DA3000. The first employee to reach the accident scene is responsible for initiating the report. Completed report must be returned to the EHS office within 24 hours of the accident.
11. Follow up to make sure all of the causes are corrected.

FIRST AID REQUIREMENTS

All employees must report any injury to their supervisor as soon as practical, at least by the end of the shift during which the injury occurred.

Minor injuries will be treated at the Student Health Center and the employee will be returned to work as soon as practical.

In the event of authorized medical treatment, the immediate supervisor will ensure the completion of the "[INCIDENT/ACCIDENT INVESTIGATION FORM DA2000](#)" and will forward a copy via the Department Head to the Human Resources Office.

If services of a physician are needed, the employee will be given authorization for treatment at the local treatment center designated by Health Services personnel. With the exception of an emergency situation, off campus treatment may be at the expense of the employee and not subject for compensation payment.

In case of a serious injury where the victim should not be moved except by trained emergency medical personnel, the University Police Dispatcher should be notified by calling **1-911** and given the details. In situations which might be life-threatening, the person at the scene should call **9-911** direct in order to save time.

The employee will provide his supervisor with the injury diagnosis and return to work will be by authorization by the attending physician.

Note: ULM does support a back-to-work program so that the injured can return to light duty if not able to return to regular duties.

Forms available for download in this Section:

Form Name	File types available
Incident/Accident Investigation Form - DA2000	PDF
Incident/Accident Investigation Form – DA3000	PDF