

**3341-6-1 Accident Reporting.**

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| Applicability             | All University units                             |
| Responsible Office        | Division of Finance and Administration           |
| Responsible Administrator | Director of Risk Management Environmental Health |

**(A) Policy Statement and Purpose**

It is Bowling Green State University's policy to comply with occupational safety and health standards of the Ohio Public Employees Risk Reduction Act and all applicable federal, state, and local rules, regulations, and directives. This policy applies to all faculty, staff, students, and guests.

**(B) Policy**

Accident reporting is required for:

- (1) All injuries/illnesses which are work or educational related regardless of where the injury/illness occurs (on and off campus); and
- (2) All injuries/illnesses on BGSU property.

Student athletes injured while participating in NCAA athletic activities are exempt from this reporting process.

Reporting is to occur for all incidents using the electronic form located on the Environmental Health and Safety website. This form should be submitted within twenty-four hours of the incident, or as soon as possible following the incident or knowledge of the incident. Reports for guests are to be reported electronically by the hosting department or any other BGSU-affiliated person. Environmental Health and Safety will conduct accident and injury investigations as appropriate.

Registered Date: March 17, 2015

Amended Date: September 14, 2016, February 15, 2018