

## **Policy 4-15: Accident & Incident Reporting**

[University Policy 5-310](#) requires all university employees to “report promptly and in writing the circumstances of any accidents and liability incidents in which they are involved, or of which they receive information in the course and scope of official duties.”

Injuries to university employees in the course and scope of their employment shall be reported pursuant to [University Policy 5-404](#), relating to workers compensation insurance.

All other incidents and accidents shall be reported using the [University of Utah Incident/Accident Report form](#). Note that the form should be completed and filed by a university employee, not the party/parties injured or involved in an incident. Completed forms should be submitted to the university [Office of Risk & Insurance Management](#), with a copy kept on file in the relevant department or unit of the college. College employees should refer requests for copies of an Incident/Accident Report form to the Office of Risk & Insurance Management.