Incident Reporting

Employee

SUPERVISOR COMPLETES
First Report of Injury/Illness/Accident
(OP 70.13a)

SUPERVISOR COMPLETES
Supervisor's Investigation of Employee's Accident/Incident
(OP 70.13f)

EMPLOYEE COMPLETES
Employee's Report of Injury
(OP 70.13b)

EMPLOYEE COMPLETES
Authorization for Release of Information (OP 70.13c)

EMPLOYEE COMPLETES
Employee's Election Form
(OP 70.13e)

Witness Statement
[if any] (OP 70.13d)

Infection Control/
Employee Health
(exposures)

Infection Control/
Employee Health
(sharps injuries)
EMPLOYEE COMPLETES
TDH Form E59-10666

Safety Services

TTU System Office of Risk Management

Non-Employee

Conscious

ASK *"Do you need to go to the Emergency Room?"*

No

Yes

Call 9-911 for medical assistance

Call TTU Police Dept.

Unconscious

Call Safety Services

Non-Clinical Area

Non-Employee Incident/ Injury Report
[non-clinical area]
(OP 75.14b)

Witness Statement
[if any] (OP 75.14c)

Clinical Area

Occurrence Report
[clinical area]
(SOM Policy 8.02)

Safety Services

General Counsel-Risk Mgt. (possible legal issues)
Director of Student Services (student involvement)
Infection Control/Employee Health (exposures)

Operating Policies and Reports

HSC OP 70.13 – **http://www.ttuhsc.edu/HSC/OP/OP70/op7013.pdf**

SUPERVISOR Completes

- Attachment A – First Report of Injury/Illness/Incident
- Attachment F – Supervisor's Investigation of Employee's Accident/Incident

EMPLOYEE Completes

- Attachment B – Employee's Report of Injury
- Attachment C – Authorization for Release of Information
- Attachment E – Employee's Election Regarding Utilization of Sick & Annual Leave

EMPLOYEE or SUPERVISOR

- Attachment D – Witness Statement

HSC OP 75.14 – **http://www.ttuhsc.edu/HSC/OP/OP75/op7514.pdf**

- Attachment B – Non-Employee Incident / Injury Report
- Attachment C – Witness Statement

SOM Ambulatory Care Clinic Policies and Procedures (Policy 8.02)

http://www.ttuhsc.edu/som/clinic/forms/ACForm8.02.A.pdf

- Occurrence Report

Texas Department of Health – Form E59-10666

https://www.dshs.state.tx.us/idcu/investigation/forms/sharpsLongForm.pdf

- Contaminated Sharps Injury Reporting Form

Departments, Names, and Numbers

Texas Tech University System Office of Risk Management Box 42003 Mail Stop 2003 Lubbock, Texas 79409-2003	Director: Steve Bryant Claims Coordinator: Loretta Cristan	Ph: 806-742-0212 Fax: 806-742-3018
Infection Control/ Employee Health	Sarah Shellenberger	Ph: 432-335-1675 Fax: 432-335-1422
Safety Services	Art May **www.ttuhsc.edu/admin/safety**	Ph: 432-335-1820 Fax: 432-335-5281
Texas Tech Security		9-911 (emergency) 432-335-5279