Slips/Trips & Falls

Should a slip/trip/fall occur any time of the year, the UMD campus procedures for reporting those incidents can be obtained from the following link: <http://www.d.umn.edu/umdhr/WorkComp/slips.htm>

If the incident is an emergency, dial 911.

All incidents must be reported immediately to:

* UMD Campus Police (726-7000), and
* UMD Facilities Management (726-8262).

Reporting should be done by:

a) person who has a fall
b) someone in the area of the fall, or
c) an employee’s department.

I. If the incident is Workers' Compensation related - for incidents that occur during work hours (applies to faculty, staff and student employees), the following forms must be completed.

1) Employee Incident Report (completed by employee)
2) First Report of Injury (completed by supervisor)
3) Supervisor's Incident Investigation Report (completed by supervisor)

These forms MUST be completed, signed, dated, and submitted by hand delivery, campus mail, or FAX to Cathy Rackliffe, UMD Workers' Compensation, 269 DAdB; FAX: 726-8827.

Workers' Compensation reports can be downloaded from <http://www.d.umn.edu/umdhr/WorkComp/>. If you need a paper copy, please contact Cathy Rackliffe (Tel. 726-6827 or cracklif@d.umn.edu) or come to UMD Human Resources in 255 Darland Administration Building.

II. If the incident is non-work related (applies to employees during non-work hours, students not employed at the U of M, volunteers, and visitors)

1) Bodily Injury Incident Report (including Property Damage portion of the report, if applicable) may be downloaded from:
   <http://www.d.umn.edu/umdhr/WorkComp/nonemployee.htm>

The Bodily Injury Incident Report MUST be completed, signed, dated, and submitted by hand delivery, campus mail, or FAX to Cathy Rackliffe, UMD Human Resources, 269 DAdB; FAX: 726-8827.

Please contact Cathy Rackliffe at 726-6827, if you have any questions or concerns about these procedures.