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## Policy Information

**Last Revised Date:**

March, 2016

**Policy Number:**

Bus-500

**Reference:**

University Handbook for Appointed Personnel 2.03  
Classified Staff Human Resources Policy Manual 124.0

**Responsible Unit:**

Risk Management Services

**Phone:**

(520) 621-1790

**Email:**

[risk@email.arizona.edu](mailto:risk@email.arizona.edu) [1]

## Policy

All deaths and serious injuries occurring on University property shall be reported immediately to the University of Arizona Police Department (UAPD). Deans, directors, and department heads shall report any death or serious injury of an employee to the Executive Office of the President, and deaths and serious injuries of students shall be reported to the Dean of Students Office. As soon as is practical, all such incidents must be reported to the Department of Risk Management Services, using a University accident report form or online system designated for this purpose.

Employee injury reports and workers' compensation claims are submitted to Risk Management Services and then forwarded to the State of Arizona Risk Management Division for processing.

The Division of Human Resources processes employees' health and life insurance claims, disability applications, and survivors' benefits claims.

## Related Information\*

[Report Injury](#) [2]

Non-employee Incident Report Form [3]

## Revision History\*

3/2016 Updates to units and verbiage

8/2000 correction: "The Benefits Section of the Department of Human Resources" to "**Benefits Services**"

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**Source URL:** <http://policy.arizona.edu/facilities-and-safety/death-and-injury-reports>

### Links

[1] <mailto:risk@email.arizona.edu>

[2] <http://risk.arizona.edu/report-injury>

[3] <http://risk.arizona.edu/sites/risk/files/incidentreportform.pdf>