



<b>Santa Clara University Campus Safety</b>	<b>Policy Manual</b>
<b>Reporting On-Duty Injuries</b>	<b>Effective Date: 10/15/2023</b>

**Purpose:**

Campus Safety Services employees will be diligent in our use of safety equipment and training to remain safe while working. We will adhere to all safety procedures set forth by the University at all times. However, despite our best efforts, injuries sometimes do occur during our shifts. The purpose of this policy is to provide guidelines in reporting them.

**Policy:**

Any Campus Safety Services staff member who is injured while working shall immediately report the injury to their respective supervisor. Supervisors will ensure that the injured staff member is tended to medically and that the appropriate industrial injury paperwork has been completed. The Administrative Assistant will send completed injury forms to Human Resources and Supervisors will be responsible for alerting Human Resources (via email) and the Assistant Director.