

PN 3.063

ACCIDENT REPORTS AND RECORD KEEPING

Accurate documentation of incidents and accidents allows for identifying corrective action to be taken that may reduce the number and/or severity of work-related illnesses or injuries.

The Human Resources Office will develop accident reports and record keeping procedures that reflect accurate, useful information for analysis and implementation of corrective action, and as record for use in the adjudication of prospective claims. Each supervisor will be provided with a number of accident report packets and instructions.

Information to be included in such reports and records are:

- * Significant facts - who, what, when, where, how and why;
- * Factors that may have contributed to the accident;
- * Type of injury, part of body injured, severity of injury;
- * Information about third party contributors to the accident;
- * On-site first aid or medical service provided, as well as referrals to community health providers.

Accident report forms are to be completed and signed by the employee's supervisor immediately following the accident but after the employee has received all appropriate attention. Witnesses to the accident may be required to sign written accounts. Any employee who renders first aid to another employee will be required to indicate what type of first aid was provided and to furnish a written account.

Completed and signed accident report forms will be submitted to the Human Resources Office for review, analysis and distribution to appropriate agencies and offices.

The Health and Safety Committee will evaluate Accident Report and Record Keeping procedures to determine:

- * Whether or not accident investigations are resulting in the amount and type of information needed for resolving the incident;

- * If information required by outside agencies is available and sufficient;
- * Whether there is sufficient information to determine causal factors;
- * If information is complete enough to develop preventive measures;

(OVER)

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- * If questions go unanswered that might be addressed if forms are modified

Proposed changes to accident reporting forms may be submitted in writing to the Health and Safety Committee for evaluation. The Committee's recommendations will then be submitted to the Risk Management Committee for review and approval. All changes will be announced in campus publications. Revised forms will have revision numbers clearly noted. All earlier versions will be discarded or recycled.

The Quarterly Statistical Reports issued by the Injured Workers' Insurance Fund are the basis for statistical analysis of work related accidents involving FSU employees. Office of Human Resources will circulate copies of the quarterly report to the Health and Safety Committee and the Risk Management Committee. The "Watch List" report and "Three or More Injuries" report will be circulated to supervisors of departments whose members appear thereon.

Record keeping that is directly associated with employee accidents, such as the OSHA 200 log, Workers' Compensation forms or the Employer's First Report of Injury, will be the responsibility of the Human Resources Office. Record keeping that is necessary to evaluate institutional compliance with the Risk Management Program is the responsibility of the Office of Human Resources.

(Executive Order)

PN 3.064

Signature Stamp Policy

An authorized signature provides key internal control, providing the official signature means the supervisor has examined and approved a transaction. In all instances of authorization of funds or compensation (i.e. employee travel reimbursement, purchase approval, timesheets, etc.) the use of signature stamps will not be permitted to replace a manual signature of an employee."

(Internal)

PN 3.065

THESIS AND DISSERTATION PRINTING PROPOSED POLICY

Author's requests for the printing of student theses and/or faculty dissertations will be offered by Duplicating Services at cost to the requester and as time allows. The cost incurred for such printing will be the responsibility of the individual and not the University or the Academic Department.

(Internal)

PN 3.066

PARKING PRIVILEGES FOR RETIRED OR EMERITUS
FACULTY AND STAFF

Upon their request at the parking services desk in the Public Safety Office of the University, emeriti or retired faculty and staff will receive one (1) faculty/staff parking permit at no charge. It is incumbent on these individuals to make this request each year, and use the permit for personal use only. Individuals will still be bound by all FSU parking restrictions and regulations and by all applicable Maryland laws.

(Internal)

PN 3.067

POLICY ON TUITION AND FEE CHARGES FOR STUDENTS ENROLLED
CONCURRENTLY AT THE FROSTBURG AND HAGERSTOWN SITES

The University shall adhere to the following policy with respect to semester tuition and fee charges when students attend classes concurrently at the Frostburg and Hagerstown sites.

1. Students electing at Hagerstown and Frostburg a combination of part-time credits equal to eleven (11) or fewer credits will be charged the published per-credit-hour tuition rate. Fees will be charged according to the site of the elected course/s.
2. Students electing at Hagerstown and Frostburg a combination of full-time credits equal to twelve (12) credits or more will be charged the published full-time tuition rate. Fees will be charged according to the primary site.

(Internal)