I. PURPOSE & INTENT

This Policy outlines the roles and responsibilities of individuals and departments that are accountable for the University of South Florida (USF) Loss Prevention Program for the purpose of investigating, mitigating, or preventing accidents and illnesses within USF.

II. STATEMENT OF POLICY

A. The responsibilities of Environmental Health and Safety (EH&S) for USF Loss Prevention Program are as follows:

1. Processing Workers’ Compensation claims when employees are injured while acting within the course and scope of official institutional business.

2. Compiling and submitting reports on Workers’ Compensation related injuries and illness to the USF Safety Committee.

3. Serving as a technical resource to employees and departments to mitigate or prevent accidents/illnesses through incident/near miss investigations and various associated programs.

4. Providing training, including train-the-trainer programs, on safety-related topics identified through need, hazard analyses, or risk assessments.

5. Coordinating correction of hazardous conditions with Facilities Management and affected departments. EH&S will determine the need for
immediate correction to mitigate or prevent future incidents.

6. Processing General/Automobile Liability claims when a USF officer, employee, agent or volunteer causes bodily injury or property damage while acting within the course and scope of official institutional business. EH&S will submit all claim documentation to the Florida Division of Risk Management (DRM) for processing under the State of Florida Insurance Trust Fund.

7. Analyzing General/Automobile Liability claims and Workers’ Compensation injury and illness reports to identify data trends and develop the appropriate accident prevention programs, as applicable. EH&S will coordinate with insurance investigators and police to assist with the determination of accident causal factors.

B. Loss Prevention Program responsibilities of USF employees include:

1. An employee (or volunteer) who becomes ill or injured as a result of a work-related incident must report the incident to his/her supervisor immediately. Any USF officer, employee, agent, or volunteer who is involved in an incident involving bodily injury or property damage while acting within the course and scope of official institutional business must report the incident to EH&S as soon as practically possible.

2. Any employee who may be questioned by an insurance representative concerning USF General/Automobile Liability or Workers’ Compensation claims should notify EH&S prior to releasing any information pertaining to a claimant's accident or report. Any employee contacted by an attorney representing USF or some other party should first refer that individual to the Office of the General Counsel to ensure that the rights and procedures of USF are being protected and not violated.

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.

History: New 9-25-95, Amended 4-1-10, 11-6-17 (technical), 12-2-19 (technical).