I. PURPOSE & INTENT

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

II. STATEMENT OF POLICY

A. The responsibilities of the Division of Environmental Health and Safety (EH&S) for the USF System 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 injuries and illness to the USF System 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 programs.

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

5. Coordinating correction of hazardous conditions with Physical Plant Operations, Facilities Planning, and affected departments. EH&S will determine the need for immediate correction to mitigate or prevent future incidents.
4-6. Processing General/Automobile Liability claims when an officer, employee, agent or volunteer of USF System institutions causes bodily injury or property damage to another party while acting within the course and scope of official institutional business. EH&S will submit all claim documentation to the Division of Risk Management for processing under the State of Florida Insurance Trust Fund.

5-7. Analyzing General/Automobile Liability claims and Workers’ Compensation injury and illness reports to identify repetitive injury types and develop the appropriate accident prevention programs. EH&S will work with insurance investigators and police at the accident site to assist with the determination of accident causal factors.

B. The responsibilities of the Division of Human Resources for the USF System Loss Prevention Program are as follows:

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

Compiling and submitting reports on Workers’ Compensation injuries and illness to Environmental Health and Safety and the USF System Safety Committee.

B. Loss Prevention Program responsibilities of employees within the USF System include:

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

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 officer, employee, agent, or volunteer of USF System institutions 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 System General/Automobile Liability or Workers’ Compensation claims should notify Environmental Health and Safety prior to releasing any information pertaining to a claimant’s accident or report. Any employee contacted by an
attorney representing the USF System or some other party should first refer that individual to the Office of the General Counsel to ensure that the rights and procedures of the USF System are being protected and not violated.

Authorized and signed by:

James A. Hyatt, Sr. Vice President for Business & Finance and CFO

Judy Genshaft, President

Current Responsible Office*: Business and Finance

*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)