


Category	Facilities and Project Management	Policy Number	SUP-FPM-202	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	2.1	
Responsible Office	CAFO	Policy Owner	CPDS	
Date Approved	30 September 2020	Effective Date	30 September 2020	
Date Last Reviewed	30 September 2020	Due Date for Next Review	30 September 2023	

PROCEDURES

Reporting Campus Incidents

A. Introduction

1. This document outlines the procedures for students, staff and faculty to follow when reporting incidents to the Campus Physical Development and Services (CPDS) and concerned departments.
2. The resolution of these procedures is to classify and deliver Notification of Incidents occurred involving staff, faculty, students, visitors, equipment, facilities or environment that are likely to give cause potential liability on Zayed University.

B. Procedures

1. The incident reporting system requirements apply to all incidents involving personal injury, illness or property/vehicle damage.
2. A life-threatening injury or illness must be reported immediately to the clinics, CPDS, and the local emergency response medical services.
3. The injured employee shall report injuries and illnesses to his or her supervisor. If the injured person is a student, the student should report the incident to the Student Affairs Department/Clinic and CPDS.
4. Upon notification of an injury or illness, Student Affairs/CPDS shall arrange for immediate treatment obtaining the clinic's help or ambulatory help from outside.
5. If the injury requires medical attention, arrangements should be made to transfer the injured person to a hospital emergency room and to have a doctor's report completed and sent to the Human Resources Department.
6. Upon notification of an occupational injury or illness, the department director with the assistance of an EHS committee member and CPDS shall complete an Incident Report and forward it to the Human Resources Department so that an insurance claim can be filed if necessary.
7. For reporting any general Environmental Health and Safety incidents, section 20 of the EHSMS Manual (http://zuportal.zu.ac.ae/sites/CPDO/SiteAssets/Pages/Environment%2c%20Health%20and%20Safety/FormsDocuments/EHSMS_Rev-03.pdf) is to be followed by the campus community.

C. Revision History

Date	Revision
28 February 2023	Administrative change: <ul style="list-style-type: none">• Updated the information header and policy numbers to be in line with the new format.• Updated the policy number from SUP-CPDS-06 to SUP-FPM-202
30 September 2020	Non-substantive change approved by the CAFO: <ul style="list-style-type: none">• Added Internal Distribution
7 January 2020	Updated the policy number from ADM-CAM-11 to SUP-CPDS-06.
26 October 2017	Approved by the Vice-President. <ul style="list-style-type: none">• These procedures were updated to reflect current practice.
1 October 2000	Procedures approved.