



Minot State University

Policy Manual

Incident Reporting

Source: NDUS Procedures, Section 1901.0

1. All injuries, incidents, or hazards occurring on property owned or controlled by MSU or involving MSU employees, students, or visitors while under the direction of the University must be reported to the Office of Facilities Management within 24 hours. Incidents do not need to result in illness, injury, or property damage to be reported – near miss incidents must also be reported if remedial action may be required by the University.
2. The North Dakota Risk Management Division and North Dakota Workforce Safety & Insurance (WSI) agencies require incidents to be reported within 24 hours. It is imperative for the guidelines and procedures for the reporting and investigating of injuries and incidents to be followed. Information gained through this process is critically important in shaping the safety efforts and priorities at MSU.
 - a. Prompt incident reporting adds tremendous value to our Risk Management process by helping to identify risks, limiting liability, and offering timely handling of claims.
3. MSU employees or supervisors will complete the Risk Management Reporting Form. The form is available to download from MSU Facilities Management or the MSU Human Resources [Forms](#) Library.
4. It is the responsibility of the employee involved and/or supervisor to complete the reporting form. Under no circumstances will a non-employee of Minot State University be allowed to complete the reporting form. Once completed, the reporting form must be forwarded to Sue Lommen sue.lommen@minotstateu.edu at Facilities Management for coordination and online submission to the Risk Management Division, utilizing SFN 5058.
5. If an employee becomes aware of an incident but is unable to complete the reporting form, contact Facilities Management for assistance. If the incident involves a student or a visitor, please contact the Director of Safety and Security for investigation.

Direct inquiries to: Gary Orluck - Director, Safety and Security, 701-858-4016
gary.orluck@minotstateu.edu

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