



CM SOP #008 – Reporting Accidents, Injuries, and Illness

Original release date: 10/28/2016 Version: 5 Date last revised: 2/3/2026

I. Purpose & Scope

This SOP establishes a clear and consistent process for the timely reporting, documentation, and follow-up of all accidents, injuries, and illnesses to ensure personnel receive appropriate medical attention, support compliance with institutional and regulatory requirements, and promote hazard identification and prevention of future incidents. This SOP applies to anyone working in or entering Department of Comparative Medicine–managed or affiliated spaces, including animal facilities/vivaria, laboratories, procedure areas, cage wash, administrative areas, transport activities, and field research sites, and covers all work- or facility-related incidents regardless of severity, including but not limited to slips/trips/falls, bites/scratches, needlesticks, chemical exposures, allergic reactions, ergonomic injuries, and suspected zoonotic disease concerns.

II. Roles & Responsibilities

Comparative Medicine & Research Staff, Students, and Visitors

All personnel working in or entering Comparative Medicine–managed facilities, laboratories, procedure areas, cage wash areas, transport routes, or field research sites are responsible for:

- Conducting themselves in a safe manner and remaining aware of surroundings at all times.
- Following all posted safety requirements and institutional policies (PPE, access control, biosecurity, chemical safety, and animal handling procedures).
- Wearing appropriate personal protective equipment (PPE), including eye protection when working with chemicals that may splatter, drip, aerosolize, or during pouring/decanting.
- Using proper animal handling and restraint techniques to reduce the risk of bites, scratches, and other animal-related injuries.
- Using caution and proper technique when lifting, bending, stretching, pulling, pushing, or performing repetitive tasks to reduce ergonomic injury risk.
- Immediately reporting all accidents, exposures, injuries, and illnesses (regardless of severity) to the appropriate supervisor and/or CM staff contact as outlined in this SOP.
- Completing required incident reporting paperwork promptly, accurately, and fully, as directed.

CM Assistant and Associate Directors

CM Assistant & Associate Directors are responsible for ensuring safe operations within their assigned areas and for coordinating incident response by:

- Promoting and enforcing a culture of safety and timely reporting across CM spaces and operations.



- Ensuring staff, research personnel, and visitors are aware of reporting expectations, emergency procedures, and required PPE.
- Responding promptly to reported injuries, illnesses, and accidents by ensuring:
 - the individual receives appropriate medical attention and/or emergency response,
 - the incident location is secured (as needed),
 - immediate hazards are corrected or mitigated.
- Ensuring all required documentation is initiated and completed in accordance with this SOP and institutional policy.
- Reporting relevant incidents and injuries to appropriate institutional offices and partners (e.g., Workers' Comp, Environmental Health & Safety, Risk Management) as required.
- Supporting investigation, corrective actions, and follow-up training when needed, including documentation of preventative measures.

CM Director and AV

The CM Director and AV hold program-level responsibility for ensuring institutional compliance and personnel safety within Comparative Medicine operations by:

- Providing overall oversight of incident reporting and follow-up processes within CM-managed areas and activities.
- Ensuring this SOP is implemented consistently, reviewed periodically, and updated as necessary to reflect regulatory requirements and institutional expectations.
- Ensuring supervisors follow required reporting workflows, including mandatory external reporting (e.g., **AmeriSys**) when applicable.
- Coordinating with Institutional Leadership, EH&S, HR/Workers' Compensation, Risk Management, and IACUC (when applicable) to ensure proper review, response, and prevention planning for incidents involving animals, hazardous materials, or program impact.
- Requiring and supporting corrective action implementation, including process improvement, SOP revision, additional PPE/engineering controls, and safety training as needed.
- Ensuring appropriate documentation and trending of incidents is maintained to support continuous improvement and risk reduction across CM operations.

III. General Notes & Definitions

- **AmeriSys** is FAU's occupational injury/illness reporting and referral service (1-800-455-2079; FAU location code 0204) and must be used when medical treatment is pursued in order to protect Workers' Compensation eligibility.
- **Work-related injuries/illnesses** include any injury, illness, or exposure occurring during FAU-related duties in Comparative Medicine spaces (vivaria, laboratories, procedure areas, cage wash, transport, and field research sites).
- A **medical emergency** is any serious or life-threatening condition requiring immediate emergency response; a **non-emergency incident** is any workplace injury/illness not requiring 911 but still requiring documentation and follow-up.

IV. Materials & Equipment

The following materials/resources are required to implement this SOP:

- Telephone access (for emergency calls and AmeriSys reporting)

a. FAU HR [First Report of Injury – Non Medical Treatment Involved Form](#)

- AmeriSys reporting information:
 - AmeriSys phone number: **1-800-455-2079**
 - FAU location code: **0204**
- HR contact information:
 - Employee Relations: **561-297-0319**
- Workers' Compensation Coordinator location: **Building 4, 2nd floor (across from Chick-fil-A)**

V. Procedure

A. Medical Emergency Response

1. If there is a medical emergency, **immediately call 911.**
2. Provide first aid only within the scope of training and while maintaining personal safety.
3. Once the injured party is safe and emergency response is initiated, notify the supervisor immediately.
4. After the immediate emergency is addressed, the supervisor will contact AmeriSys (1-800-455-2079) to report the incident.

B. Non-Emergency Work-Related Injury or Illness

1. The employee must report the injury/illness to their supervisor immediately, regardless of whether medical care will be sought.
2. Supervisor ensures the employee is safe, evaluates immediate hazards, and removes/mitigates risk of further injury or exposure.

C. Non-Emergency Incident – No Medical Treatment Required

1. If medical treatment is not required, the employee must complete the:
 - a. [First Report of Injury – Non Medical Treatment Involved Form](#)
2. The employee must provide the completed form to their supervisor as soon as possible (same day whenever feasible).
3. The supervisor completes their section of the form.
4. The supervisor submits the completed form to:
 - a. Department of Human Resources
 - b. Worker's Compensation Coordinator (Building 4, second floor, across from Chick-fil-A)
5. HR files the report in the employee's Workers' Compensation file.

D. Non-Emergency Incident – Medical Attention Pursued

1. If medical treatment is pursued, the supervisor must report the incident to:
 - a. AmeriSys: 1-800-455-2079
2. The supervisor must provide the FAU location code: 0204
3. The supervisor must provide the following incident and employee information to AmeriSys:
 - a. Employee name, home phone number, home address, social security number
 - b. Employee position, date of employment, salary, work address, and work phone number
 - c. Date of birth and sex



- d. Date/time of incident and address/location of incident
 - e. Description and suspected cause of incident
 - f. Whether employee continued working
 - g. Whether medical attention is being sought
 - h. Body part affected; presence of bleeding, pain, or swelling
 - i. Supervisor name and supervisor phone number
4. AmeriSys will provide a claim number.
 5. The supervisor must provide the claim number to the employee for future medical care related to the incident.
 6. Employee must obtain care from an AmeriSys participating provider to protect Workers' Compensation eligibility.

E. Follow-Up

1. HR will provide work status documentation requirements where applicable.
2. The supervisor and department leadership may review the incident for trends and prevention measures.
3. When appropriate, corrective actions will be implemented (training, PPE changes, engineering controls, procedural updates).

VI. Health & Safety

- Personnel safety is the highest priority. In an emergency, initiate response first (call 911), then complete reporting requirements.
- Personnel must use appropriate PPE and safe work practices to reduce risk of:
 - animal bites/scratches
 - sharps/needlestick injuries
 - chemical exposures
 - slips/trips/falls
 - ergonomic injury (lifting/pushing/pulling/repetitive motion)
- Incident reporting must occur **promptly** to support timely care and hazard control.
- Staff should never delay emergency care due to concern about paperwork.
- Medical treatment should be pursued through AmeriSys participating providers when applicable to ensure coverage and compliance with Workers' Compensation requirements.
- Supervisors must support a non-retaliatory reporting culture and encourage reporting of all incidents, near misses, and symptoms suggestive of occupational exposure (e.g., allergy symptoms, zoonotic concern).

VII. References & Attachments

- Florida Atlantic University Human Resources — Workers' Compensation / Employee Relations: https://www.fau.edu/hr/employee_relations/workers-comp.php
- FAU Employee Relations contact:
 - Tel: 561-297-0319
 - Fax: 561-297-4220
- [First Report of Injury – Non Medical Treatment Involved Form](#)
- [Mileage Reimbursement Form](#)



Revision Date	Revision Number	Summary of Changes
10/19/2018	008.2	Added questions for reporting injury
02/09/2021	008.3	Condensed and updated information for Amerisys
01/12/2024	008.4	Added information for nonmedical treatment form
02/01/2026	008.5	Updated format, ensured ADA compliance, refined language

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