



Office of Human Resources

Policy Memorandum 6

Date: December 19, 2011

Reporting Personal Injury

Nunez Community College is committed to providing a safe environment for all faculty, staff, and students. In the event of an incident on campus involving personal injury, an investigation will be made by the Office of Human Resources and reported to the Louisiana Office of Risk Management using the appropriate forms.

If you are involved in or witness an incident in which there is an injury or the potential for an injury, you are required to report the incident immediately. All incidences should be promptly reported to any of the following persons:

- Any administrator
- Any supervisor
- Any campus security personnel
- The director of Human Resources

The person to whom the incident is reported shall make a written report. The report should be made on either a DA 2000 form or a DA 3000, depending upon the nature of the incident. You can find these forms on the Nunez website, on the forms clearinghouse page.

Incidents involving visitors or students on campus should be reported on a general liability form, DA 2000. Giving complete and accurate detailed information on your report allows FARA and the Office of Risk Management to make decisions as to whether the claim can be subrogated. You cannot provide too much information. This completed and detailed form shall then be given to the Director of Human Resources or his/her designee, who shall determine if further investigation is warranted and shall conduct said investigation. Once all investigations are completed, the director shall submit a completed DA 2000 detailing the incident to the Office of Risk Management, through FARA.

Incidents on campus involving employees should be reported using the DA 3000 (Nunez Community College incident report) and submitted to the Director of Human Resources. Again, giving complete and accurate detailed information on your initial report allows

FARA and the LAORM to make decisions as to whether the claim can be subrogated. You cannot provide too much information.

The director or his/her designee shall determine if any further investigation is warranted and conduct the investigation. Upon conclusion of the investigation, the director shall make an electronic submission to LAORM through FARA, using the iCOW (Internet Claims Opening Wizard) found at www.laorm.com/reporting.html.

More information about the Office of Risk Management and FARA can be found at www.laorm.com.

The Office of Human Resources is located in the library on first floor or at 504-278-6488.