



Guidelines for Reporting Incidents / Accidents

The following guidance is provided by State Risk Management. While many of the responsibilities listed below fall under service departments, such as Facilities Management, we wanted to share these insights to help ensure the safety of both our people and our buildings. If you have any questions or concerns, please contact 405-325-2490.

WHEN TO REPORT TIPS

The following guidelines help outline when to report incidents to Enterprise Risk Management (ERM), who will advise you if other specific forms are needed.

1. Public Injuries on State Property:

Any incident involving a member of the public who experiences a slip, fall, or any other occurrence on State of Oklahoma property must be reported, regardless of whether an injury is sustained.

2. Vehicular Accidents or Property Damage:

It is imperative to report any vehicular accident involving a State of Oklahoma employee, as well as any incidents of property damage, whether or not a vehicle is involved. This includes situations where our property is damaged by others, as well as instances where we inadvertently cause damage to third-party property.

3. Incidents Within the Scope of Employment:

Any incident or accident that occurs while an employee is performing duties within their scope of employment must be reported.

By adhering to these guidelines, we can ensure appropriate reporting and management of incidents.

REPORTING TIPS

When directed to complete any reporting forms from Enterprise Risk Management (ERM), please keep these tips in mind:

1. Be Thorough and Accurate:

It is imperative to provide comprehensive information for each section of the form. Inaccuracies or omissions may result in delays in the review process.

2. Use Clear Descriptions:

Ensure that you articulate the incident, asset, or property clearly and succinctly. Avoid ambiguous language; specificity is essential.

3. Attach Supporting Documentation:

If applicable, please include any relevant photographs, reports, or documents that substantiate your submission.

4. Follow Submission Guidelines:

Confirm that the form is submitted through the appropriate channels and within the specified timeframe.

5. Inquire with ERM if Uncertain:

Should you have any questions or require clarification, do not hesitate to reach out to ERM for assistance.