

PROCEDURES IN CASE OF ACCIDENTS ON DIOCESAN PROPERTY

The Diocese of Fort Worth has coverage when an accident takes place on its property. This coverage is not limited to liability, but it also covers some medical expenses for the injured party.

The following procedure is designed to assist the person in charge of the property to gather accurate information (in case the accident results in a claim). Please refer to the Incident Investigation Report for Injuries.

- Step 1** - If a person is injured on diocesan property, first and foremost assist them, and call for professional help if the injury warrants it.
- Step 2** - Do not presuppose that the injury is minor enough not to warrant the completion of an Accident Report Form. Even minor cuts and bruises can get infected and can result in a claim.
- Step 3** - Begin to fill out the Accident Report Form. Remember to get names, addresses, and phone numbers of witnesses and any other parties involved. Be as accurate as possible in completing all information.
- Step 4** - **Under no circumstances should you admit that the Diocese will pay for any bills. Nor should you admit any fault on the part of the Diocese. Statements like "Oh, don't worry, go to the doctor, and send a bill to the Diocese!" are inaccurate and dangerous. Depending on the accident, it is the injured party's insurance that must provide primary coverage. If they have no insurance, a hospital will take them for emergency care or they can go to the county hospital.**
- Step 5** - **Immediately** (the beginning of the next work day) get this form to the Diocesan Finance Office. If you deliver or fax the form, please mark it to the attention of the Finance Office Secretary (Note: If the injury is of the magnitude that requires immediate emergency care by an ambulance or by hospitalization, you should immediately call Catholic Mutual at 1-800-228-6108 to report the accident.)
- Step 6** - Finally, the comfort and protection of the injured person is of primary importance. If the cause of the accident is of such nature that it must be corrected immediately, please take precautions to avoid additional injuries.

Thank you for your adherence to these procedures.