

**Subject:** Instant HR & Payroll: Alcohol and Substance Abuse Seminar, Employee of the Month Nominations, Reporting Accidents Reminder

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**Attachments:** image002.png, image003.png, image004.png, image005.png, image006.png, image007.png, image008.png, Alcohol and Substance Abuse Seminar.ics

## Instant HR & Payroll

August is right around the corner which means the next well-being seminar focusing on a mental health topic is also right around the corner. Read below for details about the next well-being seminar, employee of the month nominations, and a reporting accidents reminder.



## Seminar: Alcohol and Substance Abuse

**Details:** August 16, Fairfax, Merten Hall 1202, 12 – 1 p.m.

As part of the Anthem Employee Assistance Program (EAP), Human Resources & Payroll is offering a Well-Being Series focusing on mental health topics.

August's topic is **Alcohol and Substance Abuse**. This seminar will address:

- The basics of alcohol and substance abuse
- How to identify if someone has a problem
- The difference between substance abuse and dependence
- How drugs affect the body
- The basic family and social problems that arise from substance abuse and how to get help

All employees are welcome to attend. **To register**, visit <http://hr.gmu.edu/learning/register.php?id=2756&type=823>

Learn More



## Employee of the Month Nominations

Recognizing Mason superstars is an important job and everyone can participate!

If you work with an incredible Mason Admin/Prof faculty member, classified staff member, or wage employee who goes the extra mile, collaborates successfully, and supports our students and colleagues, nominate them for Mason's Employee of the Month award!

Additional information can be found at  
<http://hr.gmu.edu/awards/index.php?t=2&topic=eotm>

Learn More



## Reporting Accidents Reminder

We want to make sure the Mason community stays safe! Please remember to report all accidents, injuries, or conditions that may cause harm to an individual or the university. When dangerous or potentially dangerous conditions are reported, the university can take appropriate remediation and corrective measures to protect the community from similar or future incidents.

**Please report the following situations to the university:**

- **Employee Accident**
  - Submit an [Incident Report form](#) when there is an illness or injury involving a student or visitor, theft of university property, fire on university property, or an unsafe condition.
- **Employee Injury**
  - Submit an [Employer's First Report of Accident Form](#) when an employee is injured while at work.

**For more information and for questions:**

- For more information regarding workplace injuries, exposures, or illnesses, please review the university [Accident and Incident Plan](#).
- For information about insurance, university property damage/theft, and automobile incidents contact the [Office of Risk Management](#) at 703-993-2599.
- For questions regarding workers' compensation, please contact [Human Resources and Payroll Workers' Compensation](#) at 703-993-2600.

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