



Category	
POLICY: 7-19 Accident Reporting Procedures	
Approval	
LT Approved: 11/02/12	
Effective Date: 11/05/12	
Revised: 7/1/12	
Responsible Party: Manager, Safety & Security	

Policy Statement

It is the responsibility of each Program Director, Dean, Instructor or Supervisor to report all accidents involving College employees, students, and/or visitors.

Implemental Procedures:

The following steps are to be followed when an employee, student, or visitor is **severely** injured (a personal injury which results in death; dismemberment; significant disfigurement; a fracture/broken bone; loss of use of a body part or organ, etc.):

1. Obtain appropriate assistance for the injured person(s), i.e. administer first aid, and seek additional assistance from anyone in the area. Alert EMS by calling 9-1-1.
2. If immediate danger still exists, take appropriate action to eliminate the danger or move any victim(s) or potential victim(s) from the danger.
3. If the accident resulted in death, secure the accident site. When possible, exit everyone from the room or area. Do not repair, replace, move, clean, or disturb anything which may have contributed to the accident until it has been investigated by the responsible governing entity.
4. Call the Security Team (677-1911) immediately to report the incident and make sure the Director of Operations/Facilities has been notified. Be prepared to supply the following information:
 - (1) Nature of the accident
 - (2) Name of the person(s) involved
 - (3) Location of the accident
 - (4) Time of the accident

5. Proceed with the appropriate paper work for reporting an accident (due as soon as the accident has been reported to the Security Team)
 - (1) Students- Student Accident Report Form
 - (2) Employee- Employer's Report of Accident Form
 - (3) Visitor-Incident Report

Facilities may send someone immediately to the scene to investigate and preserve the scene. After an investigation, the appropriate representative will release the scene.

The following steps are to be followed when an employee, student, or visitor is **moderately** injured (a personal injury which results in a burn; cut requiring stitches; concussion or other head injury; consumption of material; back sprain or strain/pulled muscle; an injury resulting in an allergic reaction to product; biological exposure; ect.)

1. Obtain appropriate assistance for the injured person(s), i.e. administer first aid, and seek additional assistance from anyone in the area. If necessary contact EMS by calling 9-1-1.
2. If immediate danger still exists, take appropriate action to eliminate the danger or move any victim(s) or potential victim(s) from the danger.
3. Once the incident has been contained or controlled, call the Security Team (677-1911) immediately to report the incident. Be prepared to supply the following information:
 - (1) Nature of the accident
 - (2) Name of the person(s) involved
 - (3) Location of the accident
 - (4) Time of the accident
4. By the end of the day complete the appropriate paper work for reporting an accident.
 - (1) Students - Student Accident Report Form
 - (2) Employee - Employer's Report of Accident Form
 - (3) Visitor - Incident Report

Minor accidents or accidents of a less severe nature (minor cuts, nicks or scrapes; injuries not needing professional care; injuries not typically resulting in follow-up care, etc.) may be reported at instructors discretion within 24 hrs.

Facilities and Operations shall be responsible for reviewing reports for equipment or building failures and/or damage.

Human resources shall be responsible for filing a report of the accident with the State Department of Health or the State Director of Worker's Compensation, as required by law or as otherwise appropriate.

Safety and Security shall, when appropriate, forward a copy of the accident report to the appropriate Program Director/Dean or supervisor for the purpose of taking action to correct an unsafe condition.