



SUBJECT: 400 Human Resources

Policy: 405.1 Accidents

Effective:

Revised:

Reviewed:

Policy

College employees must report accidents that involve themselves, students or visitors. Incident Report Forms are available in the main office or on our website and must be filed with the employee's supervisor and the office of the CFO immediately or no later than the end of the day it occurs. All accidents should be reported no matter how minor they seem. Reports of accidents should include the time, place, witnesses, a description of the accident, and any injury incurred.

Depending on the nature of the accident, a Worker's Compensation Claim Form may also need to be filed with Human Resources.

Failure to report an accident that later develops into a serious injury may result in difficulties in receiving applicable insurance benefits as well as a delay in the correction of an unsafe condition.