Introduction and Purpose

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 First Report of Injury 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.

Definitions

Related Policies/Manuals/Forms
404.4 Workers Compensation
404.41 Stay-at-Work/Return-to-Work
Montana State University Affiliated Campuses Stay –at-Work/Return-to-Work Policy
Montana University System Board of Regent Policy 713.1 Workplace Safety; Workers Compensation
Montana University System Board of Regent Policy 713.2 Workers Compensation—Early Return to Work/Modified Duty
Procedure

Incident report forms are required for any injury, no matter how minor.

Forms can be found online on our website, under Faculty & Staff, Forms, Common Forms.

Once completed, forms should be filed with the Executive Director of Operations no later than the end of the day the injury occurred.

For injuries that may require medical attention, employees must complete a First Report of Injury. A link to the form, as well as further information about workers compensation benefits can be found here:
https://facstaff.gfcmusu.edu/workerscomp/index.html