

ACCIDENT PREVENTION
ACCIDENT REPORTS

CGBA
(REGULATION)

- ACCIDENT REPORTS Employees shall report all accidents to their supervisor immediately. In no case should reports be delayed more than 24 hours after occurrence. A record of all accidents shall be kept in the office of Dean of College and Financial Services.
- Three categories of accidents that should be reported to the Office of the President, Dean of College and Financial Services, and Director of Campus Police Security and Safety (herein called the Safety Officer) are:
1. On-the-job-accidents. College employees injured either while on the College campus or while engaged in College work off campus.
 2. Employee accidents involving college vehicles. Employees injured while driving or riding in a College-owned or leased vehicle.
 3. Non-employee accidents on campus. Students/visitors injured while on the College campus.
- EMPLOYEE ACCIDENTS/ INJURIES An accident report must be completed by the injured employee and his or her supervisor, using the Accident Report Form (Rev. 11/91), with copies forwarded to:
1. Original (white) to Dean of College and Financial Services.
 2. Yellow copy to President.
 3. Pink copy to Safety office.
- EMERGENCIES If an injury is considered to be an emergency, the employee should be taken to the nearest emergency room or clinic for treatment. The Safety Officer, or designee, shall determine whether an injury requires emergency treatment.
- In the event that the injured party is taken directly off campus for treatment, the supervisor shall immediately inform the office of the Dean of College and Financial Services by phone of the accident, giving name, type of injury, and place of occurrence. This information is to be followed within 24 hours by a completed on-campus accident report.
- NON-EMERGENCIES On-the-job injuries not of an emergency status shall be reported to the office of the Dean of College and Financial Services and the Safety Officer. Arrangements will be made, if necessary, for the injured employee to visit his or her personal physician or a local medical clinic.
- As soon as necessary information is received the First Report of Injury, as required by law, will be completed by the office of the

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	<p>Dean of College and Financial Services and forwarded to the college's insurance service agency.</p>
OUTSIDE MEDICAL OPINIONS	<p>The College reserves the right to direct its employees at the College's expense, to a physician of the College's choice, for a second medical opinion of the employee's injury or medical problem.</p>
ACCIDENTS INVOLVING COLLEGE VEHICLES	<p>Any employee involved in an accident while operating a college vehicle shall:</p> <ol style="list-style-type: none">1. Ensure that the accident is reported to the nearest local law enforcement agency (police, highway patrol, sheriff's department) and a formal Motor Vehicle Accident Report is completed by said agency.2. Report the accident, as soon as possible, to the Director of Physical Plant.3. Obtain a copy of the formal Motor Vehicle Accident Report from the police agency and deliver same to the Director of Physical Plant.4. Should an employee receive a personal injury as a result of operating or being a passenger in a college vehicle while conducting college business, said injury shall be reported to the Campus Police Team Leader immediately by phone. The Campus Police Team Leader shall inform the Dean of College and Financial Services of the injury. <p>An Accident Report Form (Rev. 11/91) shall be completed as soon as possible by the supervisor of the employee and distributed as indicated.</p>
NON-EMPLOYEE ACCIDENTS ON CAMPUS	<p>Any employee who is aware that a student or visitor has sustained an injury or illness while on campus shall normally:</p> <ol style="list-style-type: none">1. Call the campus operator (O) and report the accident or apparent illness, giving the location and requesting a campus Emergency Care Attendant officer (ECA) go to the scene.2. Administer whatever first-aid and comfort you can give until the ECA arrives.3. Complete an Accident Report Form (Rev. 11/91) with assistance from ECA officer. Copies shall be distributed as indicated above. <p>Transportation and medical attention required above and beyond the resources of the Campus Safety Office shall be at the non-employees request and expense.</p>

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INVESTIGATIONS OF
ACCIDENTS

All accidents involving employees and non-employees shall be investigated by the Campus Police Team Leader. With respect to employees, investigations or lost-time accidents shall be presented to the employee and his or her supervisor with appropriate recommendations for the correction and prevention. Appropriate action shall be taken to ensure safe working conditions and safe work habits are maintained by the College or its employees.

On-the-job (Lost-time) Injuries - The Campus Police Team Leader shall convene an Accident Investigation Committee. The duty of the committee shall be to determine the cause of the accident and to recommend ways to prevent future accidents of that type.