

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 7039

TITLE: ACCIDENT INFORMATION

BASED ON POLICY: 7.03 SAFETY AND TRAFFIC CONTROL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES

I. Purpose:

To provide a system for recording and investigating accident information for College employees

II. Procedure:

- A. All on-the-job injuries, regardless of severity, must initially be reported to the employee's immediate supervisor. The supervisor is to be advised of the accident, by the injured employee, immediately or as soon after an injury as permits.
- B. An Incident/Accident Report form shall be used to document all injuries. Forms can be obtained from campus security, risk management, or campus/center directors.
- C. Injuries requiring emergency medical treatment should be referred to a local hospital or medical emergency treatment facility. All nonemergency medical injuries shall be referred to the Office of Human Resources, prior to seeking treatment.
- D. All employee injury cases requiring medical treatment or involving lost time must be reported to the director, human resources immediately, either by the employee or the immediate supervisor if the employee is unable to take this action.
- E. The Worker's Compensation Notice of Injury form will be completed by the Office of Human Resources, based on information provided by the injured employee or the immediate supervisor. The Office of Human Resources is responsible for forwarding the completed report form to the appropriate insurance carrier.
- F. The director, human resources shall prepare an investigative report on all employee-related accidents involving injury. The report will be prepared

based upon the supervisor's investigation of the accident and any further investigation deemed necessary. The supervisor will provide a copy of the report to the injured employee if so requested. In instances of severe and lost time injuries, the Office of Human Resources will be advised by telephone immediately upon being notified of the injury and the director, human resources shall assist in the initial investigation and render a report within 24 hours, in order to comply with worker's compensation reporting requirements.

- G. Accidents or incidents involving College property or persons other than employees will be reported to the vice president for administrative services. The vice president will prepare an investigative report on all such incidents.

HISTORY: Last Revised: 12/08/20

Adopted: 5/17/85

Reviewed: 1/31/05, 1/31/08

Revised: 1/22/02, 12/08/20