

PROCEDURES FOR REPORTING ACCIDENTS AND INJURIES

To attain and maintain a safe working and learning environment requires a team effort from the entire College staff. Every staff member is, therefore, expected to assist the College in managing risk. Risk management is an assessment and reporting process to reduce hazards, unsafe conditions, accidents, and injuries. The College's objective is to provide a safer campus for our students, public, and staff.

A. Reporting Accidents Involving Non-Employees

If any non-employee, including students (other than student assistants) and members of the public, is injured or involved in an accident while at the College, the incident should be reported to the Business Office immediately. A staff member present at the incident or receiving a report of the incident must fill out a Claim/Incident Report.

An incident is defined as any event, occurrence, or condition that has caused or could cause bodily injury, property damage, or potential liability to the College.

Each accident or injury is unique due to the individuals involved, the circumstances surrounding the incident, and whether someone was injured. However, even when an incident appears trivial, it should be reported. A Claim/Incident Report provides timely and needed information that may be needed for future College defense. In addition, the report can identify high risk areas, allowing a procedural or physical correction to be made before a serious accident occurs.

Claim/Incident Report forms and instructions on how to complete the form are available at the Switchboard, the Business Office, Human Resources, and Division offices.

B. Reporting Accidents Involving Employees

If an employee (including a student assistant) is injured at work, the employee should report the accident to the Human Resources office immediately. Human Resources will complete a claim/incident report and give authorization to the employee to be treated by the workers' compensation physician. A workers' compensation claim will be submitted by Human Resources staff to the college's workers' compensation insurance company for review and handling.

The Michigan's Workers' Compensation Act states that an "injury must arise out of and in the course of" employment. There are special circumstances and exceptions to every injury; however, the following generally applies:

- Injuries at work are usually covered
- Injuries while on business travel for the College may be covered
- Injuries while traveling between College premises may be covered
- Injuries occurring during lunch breaks while on College premises may be covered
- Injuries that occur while going to and from work are usually not covered
- Injuries resulting from intentional or willful conduct are usually not covered
- Injuries resulting from activities that are primarily social or recreational are usually not covered

- Injuries occurring during lunch breaks away from College premises are usually not covered unless on College business

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