

Century Community and Technical College

6.17.0.1 Procedures for Accidents, Injuries and Incidents

State of Minnesota Incident Report

An incident report is used to report incidents involving students and visitors such as injuries, disorderly conduct, theft, vandalism, and other situations that should be documented. Please follow the guidelines listed below when completing this form.

- a. Obtain a form from the College Health Service (779-3954), or Campus Security (651-747-4000).
- b. Complete the form and send the original to the Business Manager, Business Office; also send a copy to the College Health Service if the incident involves a health issue and/or to Campus Security if the incident involves a security issue.
- c. Complete and submit the form within 24 hours of the incident.
- d. Questions? Call the Director of the College Health Service (779-3954) or Campus Security (651-747-4000).

Employee First Report of Injury, Claims Investigation or Workers Compensation Program Forms

The First Report of Injury form should be completed by any employee for work related injuries here or off campus and must be submitted within five (5) days of the injury.

- a. Forms are available from Human Resources and the College Health Service.
- b. Complete the forms and return them to Human Resources. (A copy is not required to be sent to the College Health Service or Campus Security).
- c. Completing and submitting the forms will insure that the injured person has access to professional advice and medical referrals necessary to begin recovery.
- d. Questions? Contact Human Resources (779-5804) or the Nurseline (1-800-854-6780). The Nurseline is open for calls 24 hours a day, 365 days a year. **Note:** You do not use the State of Minnesota Incident Report for employee related injuries.

The Agency Claims Investigation Form and State Workers Compensation Form

- a. Are available from Human Resources (779-5804), the College Health Service (779-3954), or the Nurseline (1-800-854-6780). Contact Human Resources or the Nurseline for directions as to where these forms are submitted.

Intermediate School District 916 Accident/Incident Reports

An Intermediate School District 916 Accident/Incident report is used to document accidents or incidents of students, employees or visitors to the school district located on the east campus and at other District schools.

- a. Forms are available at the District Office from the Administrative Assistant, of Fiscal Services.
- b. Complete the Accident/Incident report for School District 916 and return it to the Administrative Assistant Student Services.
- c. Questions? Contact Mary Wiltse, Administrative Support Services (415-5562).

Note: You do not use the State of Minnesota Incident Report for District 916 reporting of accidents or incidents.

References:

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