**Collin College**

**Accident / Injury Reporting Procedures**

Collin College’s procedure is to properly report and investigate all accidents or incidents resulting in either personal injury or illness. This procedure is to ensure that all injury accidents are properly reported in a timely manner, all causes are thoroughly identified and appropriate corrective actions are taken to prevent a similar injury.

These procedures apply to employees, students and campus guests.

**On Campus Accident/Injury**

1. Call 911 if the injury is a medical emergency (A medical emergency is when medical treatment is required other than basic first aid like application of a Band-Aid or antiseptic to a minor cut or scrape).
2. Contact the campus police by dialing 5555 from any campus phone or (972)578-5555 from any cell phone for non-medical emergencies that involve an injury.
3. The Collin Police Department will then investigate the accident and complete all required reports and forms. The Police Department will follow up with other campus departments (Facilities, Human Resources, Financial Services, Provost, etc.) as necessary to remedy problems.
4. If the injury is to a Collin employee, then the employee needs to complete the *Injury Report Form/Worker’s Compensation First Report of Injury.*  This form is available online at <http://www.collin.edu/hr/benefits/1stReportInjuryForms.pdf>

The completed form should be sent to Sandy Davis in Human Resources within 30 days of the accident/injury.

**Off Campus Accident/Injury While on College Business**

1. Call 911 if the injury is a medical emergency.
2. A Collin student needs to complete the *Collin Accident/Injury Form*. The completed form should be sent to the Collin Police Department for further processing. This form is available online at [Accident-InjuryForm2012](http://studio.collin.edu/lcms/publish/businessoffice/pdfs/Accident-Injury_form_2012_Adobe_Template.pdf).
3. If the injury is to a Collin employee, then the employee needs to complete the *Injury Report Form/Worker’s Compensation First Report of Injury.*  This form is available online at <http://www.collin.edu/hr/benefits/1stReportInjuryForms.pdf>

the completed form should be sent to Sandy Davis in Human Resources within 30 days of the accident/injury.

**Delayed Notification of Accident/Injury**

If a Department is notified by a student or guest after the fact about an accident/injury, complete the *Collin Accident/Injury Form* and send to the Collin Police Department for further processing.

If a Department is notified by an employee after the fact about an accident/injury, then the employee needs to complete the *Injury Report Form/Worker’s Compensation First Report of Injury.*  This form is available online at <http://www.collin.edu/hr/benefits/1stReportInjuryForms.pdf>

The completed form should be sent to Sandy Davis in Human Resources within 30 days of the accident/injury.

**Communications with Injured Student, Employee or Campus Guest**

Do not discuss liability for injury or medical costs with the injured student, employee or campus guest. Injured students and guests will be directed by the Collin Police Department to contact the Associate VP of Financial Services with any liability or insurance questions at (972)-985-3732.

Employees need to contact Sandy Davis at ext.3164 with any questions.