
There is no policy.

PROCEDURE

Reporting Accidents

Reporting: College personnel are to promptly report all accidents, no matter how minor, to their immediate supervisor. The supervisor and/or employee are then to complete in a timely manner an accident report. (WAC 296-24.62)


Accidental Injury Report: All accidents are reported on the Clover Park Technical College Accidental Injury Report form.

Accident reporting forms are available in the office of the Risk Manager.

Complete all sections. Provide a complete description of the accident/illness. Describe exactly what happened, listing all witnesses.

What was the person doing when injured?

What objects, tools, equipment, or chemicals were involved?

Did the accident happen outdoors or indoors?

If more space is required to describe the accident/illness, attach an addendum to the accident report form. Address questions regarding the form to the Risk Manager.

Turn in the completed accident report to your supervisor who will review and sign the form. Once the supervisor has signed the form, it will be given to the Risk Manager.

Student Accidents

- All accidents, injuries or claims of occupational illness shall be reported to your instructor immediately.
• A report shall be completed for each occurrence.
  The report should be sent to your instructor, who will forward it to his/her supervisor,
  then on to the Risk Manager.

NOTE: Clover Park Technical College is not responsible for medical coverage for any
  student. Each student is encouraged to purchase school medical insurance or carry his/her
  own medical insurance. Student accident insurance information is available in the Student
  Services Office, Building 17.

Employee Accidents
• All accidents, injuries or claims of occupational illness shall be reported to your
  supervisor immediately.
• A report shall be completed for each occurrence.
• Upon completion, this report shall be sent to your immediate supervisor, who will
  forward it to the Risk Manager.
• If an employee requires medical attention, he/she shall request a Washington State
  Labor and Industries Industrial Accident form from the attending physician.
  1. The employee will complete the necessary information on the employee's
     section of the form and leave the form with the physician.
  2. The physician will complete his/her section of the form and
     forward to Clover Park Technical College, Risk Manager, 4500 Steilacoom
     Boulevard S.W., Tacoma, WA 98499.
  3. The Risk Manager or designee will complete the employer's portion of the form   and
     forward to the State Industrial Insurance Office for processing.

Student - Routine Illness or Injury
• Determine if student needs to rest or go home. Contact alternate person listed on the
  student registration form or attendance card to make arrangements for pickup of
  student, if necessary.
• Complete an Accident Report if the student was injured.

Student - Critical Illness or Injury
The Instructor shall:
• Administer immediate first aid. (Common first aid procedures are available in your
  first aid kit.).
• Stay with the person until relieved by other personnel.
• Call 9-911 if an aid car is required:
  Describe the nature of illness or injury
  Explain procedures that are being taken
  Be specific about your location (building and room number)
• Send someone or call your Director for assistance.
• Contact alternate person listed on the student registration form or attendance card.
• Complete an Accident Report if the student was injured.
Poison Control . . . 9-594-1424 or 9-911

Employee Illness or Injury (while on Duty)

- Call 9-911 if emergency medical care is necessary.
- Administer immediate first aid.
- Send someone or call your supervisor for assistance.
- Direct someone to stay with the ill/injured person until assistance arrives.
- Complete proper accident report forms as soon as possible. Accident Report Forms are available from building secretaries and the Risk Manager’s Office.