

Incident Reports

All injuries, incidents and illnesses occurring on College premises, in College vehicles, at a College-sponsored activity or involving staff members who may be elsewhere on College business will be reported immediately to a supervisor or Human Resources. The Incident/Accident Report/Analysis form is available from Human Resources and should be submitted within 24 hours of incident/accident to any member of the safety committee. A workers' compensation injury form may also be required for employee injury/illness. Reports will cover property damage as well as personal injury.

In the event of a work-related¹ illness or injury to an employee resulting in overnight hospitalization for medical treatment² other than first aid, the Director of Human Resources, Director of Physical Plant, or the Dean of Administrative Services shall contact the Oregon Occupational Safety and Health Division (OR-OSHA). A report will be made within 24 hours after notification to the College of an illness or injury. Fatalities or catastrophes³ shall be reported within eight hours.

ALL injuries/illnesses will be reviewed and investigated as necessary by the safety committee. As a result of the investigation, the safety committee may make recommendations of any corrective measures needed.

The records and appropriate reports will be maintained by the Human Resources Office. An analysis of the data and trends will be made at least annually.

¹An injury or illness is work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition.

²Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

³A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

The Board may request reports on serious injuries/illnesses, including accidents involving College property or employees, students or visiting public, and periodic statistical reports on the number and types of injuries/illnesses occurring in the College, as well as on the measures being taken to prevent such injuries/illnesses in the future.

END OF POLICY

Legal Reference(s):

[OAR 437-001-0015](#)
[OAR 437-001-0053](#)
[OAR 437-001-0700](#)

[OAR 437-001-0760](#)
[OAR 437-002-0140](#)
[OAR 437-002-0144](#)
[OAR 437-002-0145](#)

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-1420](#)