

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	SAFETY PROGRAM-ACCIDENT/INJURY REPORTING AND INVESTIGATION	Procedure Number:	2-3-104.2
Institutional Authority:	Chief Business Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	2-3-104		

Approved:


President


Chief Business Officer

Date

Adopted: 09/08/2008

Date

Revised: 12/13/2021

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

If an accident/injury involving faculty, staff, student workers, students, or visitors occurs, one of the following procedures should be followed:

A. Faculty/Staff Accidents

An accident/injury involving faculty or staff must be reported immediately to Human Resources before seeking medical treatment, if possible, so an accident/incident report can be completed and Worker's Compensation can be notified. If the incident is an emergency, please notify Human Resources as soon as the proper medical attention has been rendered for verification of worker's compensation coverage.

Records of all employee related injuries are maintained in accordance with Occupational Safety and Health Administration (OSHA) regulations in the Human Resources Office and forwarded to the appropriate agencies as required by insurance and South Carolina State Statute and/or regulation.

B. Student/Student Worker Accidents

If a student/student worker has an accident/injury requiring any medical attention while on campus, the accident/injury should be reported immediately to the Security Department as well as to the Procurement Office. A report should be completed by the Security Officer on duty. If a student has an accident/injury at a clinical site requiring any medical attention, an accident/incident report should be obtained by the faculty/staff member from the Procurement Office. All student/student worker accident/injury incidents must be reported within 48 hours. All student claims are filed to the College's insurance carrier by the Procurement Office. The claims are paid in accordance with the guidelines of the College's insurance policy.

C. Visitor Accidents

An accident/injury involving a visitor must be reported immediately to the Security Department as well as to the Procurement Office. A report should be completed by the Security Officer on duty. All visitor claims are filed to the College's insurance carrier by the Procurement Office. The claims are paid in accordance with the guidelines of the College's insurance policy.

D. Accident/Injury Reports

In regards to any of the above accidents, proper documentation is required to be completed. A copy of the report will be distributed to the applicable departments.

E. Accident/Injury Investigations

Any accident/injury will be investigated to gather information, obtain witness information, and review equipment and operations. Corrective action and training may be recommended after review. Accident/injury investigations will focus on identifying and correcting root causes to demonstrate a commitment to a safe and healthy workplace.