



# PIEDMONT TECHNICAL COLLEGE

## PROCEDURE

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**TITLE:** Incident or Injury Reporting/Insurance

**RELATED POLICY AND PROCEDURES:** 4-8-1010 Campus Safety and Security

**DIVISION OF RESPONSIBILITY:** Administrative

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July 15, 2013

December 12, 2017

December 12, 2017

Date Approved by President

Date of Last Review

Date of Last Revision

### Administrative Responsibilities

It is the overall responsibility of the Facilities Management Director to review and update this procedure with the assistance of the Campus Police and Security Director and the Human Resources Director.

### Procedures

#### A. Incident Reporting

1. All incidents involving personal injury or damage to equipment are reported immediately to the supervisor or instructor and also to the Campus Police and Security Department.
2. The Campus Police and Security Officer on duty investigates each incident and files the appropriate report with the Campus Police and Security Office. Reports of incidents involving injuries require the completion of injury reports. Completed injury reports are forwarded electronically to the Human Resources Office. A follow-up report is sent to the supervisor of the injured. All incidents involving missing and/or damaged equipment are documented on equipment report. Completed equipment reports are forwarded



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electronically to the Facilities Management Department and Inventory Manager.

3. 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.
4. A Worker's Compensation Insurance Form is required to be completed and the appropriate physician's statements submitted to the Human Resources Office.
5. When a student is involved in an incident that causes physical injury, a Personal Injury Report is completed and filed with the Human Resources Office. A copy is retained in the Campus Police and Security Office. The injured student is informed to bring all physician statements to the Human Resources Office.

### **B. Injury Reporting**

All employees are responsible for complying with the following procedures for reporting and recording injuries and occupational illnesses:

1. Students and Work-Study Students
  - a. Students are instructed to report any illness or injury **immediately** to their instructor or supervisor and to the Campus Police and Security. Campus Police and Security electronically delivers a copy of the form to be completed to the appropriate departments for their documentation.
  - b. The appropriate injury report should be obtained from and completed by the Campus Police and Security Office or the County Campus Director or designee prior to seeking medical attention. When the urgency of the situation precludes obtaining completion of the forms prior to treatment, the student must report to the Campus Police and Security Office as soon as he/she is able. A report to the insurance carrier is made in each case requiring medical attention before any claim is paid.



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- c. Campus Police and Security Office completes an injury or incident report and sends a copy electronically to Human Resources and the appropriate department.

#### 2. College Employees

- a. Deans, Department Heads/Academic Program Directors, and Supervisor report all incidents involving injury or occupational illnesses of Piedmont Technical College employees to the Campus Police and Security Office. All employees are covered under the Worker's Compensation Act.
- b. The employee is notified to contact the Human Resources Office immediately or as soon as he/she is able to complete additional forms for Worker's Compensation. Delay in reporting could result in delay or loss of compensation.
- c. If medical treatment is required employees should inform the treating agency that they are covered by Worker's Compensation Insurance of the College and the Human Resources Office should be contacted for verification. If the incident occurs after hours or on the weekend, the treating agency should contact Campus Police and Security at 941-8000 for verification. Upon receiving the call from the medical provider, get a call back number and return the call on a secure line to protect privacy.
- d. Campus Police and Security Office assists in coordinating transportation of persons injured on campus to the nearest medical facility. In the case of extreme emergency contact EMS at 911, then immediately notify Campus Police and Security at extension 8000 or 8563.

Note: *The College cannot force medical treatment. However, if the injury or condition is such that the injured party cannot take care of him or herself and they do not have anyone that can assist them at that time or within minutes they will be transported to a medical facility by emergency personnel (EMS) with or without their consent. The College does not have a medical facility and personnel are not trained in procedures to respond to these types of emergencies.*



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- e. The Campus Police and Security Office transmits an electronic copy of the form to the Human Resources Office within three business days from the date the report is taken.
- f. An electronic copy is sent to the responsible supervisor or his/her superior (in the responsible supervisor's absence) on the day of the event or as soon as the responsible party is available. The responsible supervisor investigates, completes and submits the electronic copy of the form to the Human Resources Office and Campus Police and Security Office within three working days of the receipt of the form.
- g. Campus Police and Security Office actively maintains a file until disposed of in accordance with State Archive Regulations.

#### **C. Insurance**

- 1. Student Health and Accident Insurance is administered by the Human Resources Office. All full time students are covered by this plan. Details on coverage and instructions for filing a claim can be obtained from the Human Resources Office.
  - a. All full-time and part-time students are covered by accident insurance.
  - b. This insurance is provided by Piedmont Technical College. Coverage is limited to coverage of injuries or occupational health incidents received while attending school on campus, excluding participation in any organized sport, but to include travel to and from scheduled off campus courses, clinics, field trips, off campus work projects, internships, practicums, and participation therein.
  - c. Accidents should be reported to the Human Resources Office; all claims must be processed by this office.
  - d. The Human Resources Office is available to provide assistance in resolving problems regarding medical insurance.
- 2. Worker's Compensation Insurance for employees of Piedmont Technical



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College is administered by the Human Resources Office. All accidental injuries or environmental health problems must be reported to the Campus Police and Security Office and investigated in order to ensure the rights of the employees under the Worker's Compensation Regulations are met.

- a. Work-study and other students designated by Human Resources are covered under Worker's Compensation, for injuries or illnesses occurring while performing as an employee of Piedmont Technical College.
  - b. All permanent and part-time employees are covered under Worker's Compensation for any accident or occupational illness incurred on the premises of Piedmont Technical College while engaged in official functions or regular job requirements; plus coverage off the premises of Piedmont Technical College while engaged in official Piedmont Technical College activities. All permanent employees are covered under the Blue Cross/Blue Shield plan while not engaged in Piedmont Technical College official activities.
  - c. The Human Resources Office is available to provide assistance in resolving problems regarding medical insurance.
3. Tort Liability Policy
- a. All permanent employees including volunteers such as Advisory Board members and Area Commissioners are insured by a Tort liability policy to cover them for any contingency arising while acting in an official capacity.
  - b. Liability for students working as an apprentice, or similar programs while on the premises of private companies are included in this coverage.
  - c. The tort liability policy is underwritten the State of South Carolina.
  - d. Medical Professional Liability covers actions of students while training in a medical/clinical setting.