



POLICY: 6Hx28:10-01

Responsible Executive: Vice President,
Business Operations and Finance

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

Date of Last Policy Review:
11-18-1992

Incidents, Accidents, or Injuries

Policy Statement:

Incidents, accidents, or injuries occurring on campus or at college-sponsored off-campus events which involve employees or students shall be reported immediately to a department chair or supervisor. Such department chair or supervisor shall in turn complete and mail all proper forms to the college risk management office.

Policy History:

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Formerly 6Hx28:4-18; Formerly 6Hx28:04-12

Procedures:

- I. The risk management representative shall complete and file within seven (7) days LES Form BCL-1 (notice of injury) with the Florida College System Risk Management Consortium and the State of Florida Department of Labor.
- II. Also a Florida College System Risk Management Consortium Accident-Incident Report Form must be completed and filed through the risk management office for all campus accidents involving college employees. Interpretation of the term employee means any person who is paid a salary or wage by the College.

- III. A Florida College System Risk Management Consortium Accident-Incident Report form shall be completed reporting injuries to students involved in on-campus accidents or accidents occurring at college sponsored off-campus events. This report will be used in assisting any student involved with any claim procedure the student may file for any private insurance coverage which the student may have.
 - IV. Accidents involving injury to college employees who are on official authorized off-campus duty for the College may or may not be considered the same as an on-campus accident; however, each such accident or injury shall be reported as soon as possible in the above manner.
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**Procedure
History:**

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Formerly 6Hx28:4-18; Formerly 6Hx28:04-12

Date of Last Procedure Review: 11-18-1992

Policy superseded by amended policy 12-11-2019