

Policy III.3008.F, Incident Reporting

Purpose

San Jacinto College is committed to maintaining a safe learning and working environment that is free of hazardous conditions for all community members. The purpose of this policy to provide guidance for reporting incidents, which may result in injuries or illnesses sustained while at San Jacinto College. This policy applies to all member of the San Jacinto College community, including employees, students, contractors, vendors, and visitors.

Policy

It is the Policy of San Jacinto College that all incidents, including accidents, injuries, and occupational diseases, regardless of the severity, be reported to the injured party's leader or faculty member and to the Safety, Health, Environment, and Risk Management (SHERM) office within 24 hours after occurrence.

Definitions

Accident: A sudden, unplanned, unintentional event or occurrence that interrupts normal activity.

Injury: Physical damage to the body caused by external forces like falls, impacts, or accidents, resulting in harm ranging from minor wounds to life-threatening conditions. Common types include sprains, strains, lacerations, burns, and contusions.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure III.3008.F.a, Workers' Compensation Insurance and Return-to-Work Procedures

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Secondary Owner	Director, Safety, Health, Environment and Risk Management (SHERM)