

Incident Reporting Procedures for Non-Employee and College-Owned Property

THE DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES

South Texas College

PURPOSE

- To further nurture and enhance the culture of safety at South Texas College by means of actively documenting and reporting incidents and accidents.
- To establish a process to be used by employees to timely report incidents and accidents sustained by non-employees and/or property to our insurance agent and carriers.
- To establish a procedure to document various elements regularly required by an insurance carrier to file a claim.
- To remedy situations and/or mitigate future occurrences of the same incidents or accidents based on information supplied in report.

DEFINITIONS

- **Incident**– an event that results in personal injury or property damage (e.g. slips/falls, water leak in ceiling, fire, cuts, scraps, flood).
- **Near Miss**– an event that could have resulted in personal injury or property damage, but did not. (e.g. slipping on a water puddle, but does not actually fall or sustain injuries).
- **Non-employee** – an individual not employed with the College (e.g. student, vendor, consultant, visitor).
- **Property** – buildings, furniture, equipment, fixtures.
- **Reporting Party** – an individual who witnessed or is made aware of incident or near miss.

REPORTING PROCESS

All **employee-related** injuries or accidents must follow the Human Resources protocol: <https://hr.southtexascollege.edu/PDF/benefits/WC%20guide.pdf>

When reporting non-employee-related incidents or damaged to College property, the reporting party shall notify the College Police Department within 48 hours (weekends included).

Should a non-employee sustain injury and declines to report it, the reporting party must notify immediate supervisor and the Police Department within 48 hours of incident occurring (weekends included).

The procedures for reporting an incident related to non-employees or damaged to College property are as follows:

1. The reporting party must report all incidents to his or her immediate supervisor within 48 hours of incident occurring.
2. The reporting party shall notify the College Police Department at 956-872-4444 within 48 hours of incident occurring.
3. College Police will assess incident and prepare an incident report.
4. The College Police Department will notify Risk Management of incidents (on a case-by-case basis).
5. Risk Management (on a case-by-case basis) will visit the site where the incident occurred to obtain further information (pictures, video, etc.).
6. Dependent on the circumstances of each incident, Risk Management will coordinate with internal departments to remedy the situation to mitigate future occurrences.

IMPORTANT INFORMATION:

- For incidents involving automobiles, please contact the Police Department. If automobile incident occurs off-campus, contact local or county authorities.
- Non-employees are not covered under South Texas College insurance policies; however, should a non-employee be injured, the injured party may file a claim by contacting Risk Management.
- Students have the option to purchase a voluntary student insurance plan by visiting the following website and enrolling:
<https://www.southtexascollege.edu/current/insurance.html>