ACCIDENT / INCIDENT PROCEDURES

• WHAT IS A REPORTABLE ACCIDENT OR INCIDENT?

Any accident that has or could have resulted in an injury serious enough to require more than simple first aid treatment, OR any incident that has or could have presented a threat to life safety or result in damage to College property, must be reported to your Supervisor IMMEDIATELY for further action.

IN GENERAL, any accident or incident that requires your stopping work to address it is considered reportable.

• HOW DO I REPORT AN ACCIDENT OR INCIDENT?

ALL accidents and incidents must be reported to your Supervisor immediately, and to Human Resources within 24 hours by filing an Accident/Incident Report via fax or online. Further reporting depends on the seriousness of the event, as follows:

1. MINOR: Presents no ongoing threat, and requires no more than basic first aid or simple troubleshooting before continuing work.
   EXAMPLE: Applying a bandage to a minor cut.

2. NON-EMERGENCY: Presents no ongoing threat, and may be addressed with basic medical treatment or a technical response.
   EXAMPLE: A moderate injury that may need professional treatment, but the person is conscious, alert, and stable.
   NOTE: Supervisors may choose to transport a non-emergency case to OHA or the hospital themselves, but only in a Bowdoin fleet vehicle; employees MAY NOT transport themselves in a personal vehicle at any time!

3. EMERGENCY: Any serious event for which immediate response services are necessary or prudent. Security must be notified at x3500 or 911, and emergency response services will be directed to your location.
   EXAMPLE: A head trauma or other serious injury for which the person must be medically stabilized before transport.

• HOW DO I REPORT AFTER HOURS?

ALL after-hours accidents or incidents must be reported directly to Security at x3500 or 911.