

BOARD POLICY
San Mateo County Community College District

Subject: 8.51 Report of Injuries

Revision Date: 3/12

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1. All student injuries (on campus or on District- or College-sponsored activities) shall be reported immediately on the District Accident Report form by the instructor, advisor, or College nurse to the District Administrative Services Office and appropriate College administrator.
 2. The Vice Presidents of Student Services shall maintain procedures ensuring that the students receive accident claim forms for reimbursement.
 3. A report of an employee on-the-job injury shall be submitted to the Human Resources Office by the employee's supervisor or administrator as soon as the injury occurs. For an injury arising out of or occurring within the scope of employment, the injury report must be signed by the employee and the appropriate College administrator and filed within three working days of the injury or accident.
 4. All injury reports shall be forwarded by the Executive Vice Chancellor's Office to the insurance carrier.