

**Procedure Title: Injury/Illness Reports**  
**Procedure Number: 01-2006-0018**  
**Board Policy Reference: IV.A.**

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**Accountable Administrator: Director, Human Resources**  
**Position responsible for updating: Director, Human Resources**  
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**Purpose/Principle/Definitions:**

All injuries/illnesses occurring on college premises, in college vehicles, at a college-sponsored activity, or involving staff members who may be elsewhere on college business will be reported by the employee immediately to a supervisor. The employee will complete an incident report submit it within 24 hours to the associate vice president, human resources, who serves as the college safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>1</sup> illness or injury to an employee resulting in overnight hospitalization for medical treatment<sup>2</sup> other than first aid, the safety officer shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). The safety officer will submit a report to OR-OSHA within 24 hours after notification to the college of an illness or injury. Fatalities or catastrophes<sup>3</sup> shall be reported by the supervisor within eight hours.

The AVP, Human Resources will promptly investigate **ALL** injuries/illnesses with the assistance of the Safety Committee and any other units of the college as necessary. As a result of the investigation, the college will take any corrective measures needed.

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<sup>1</sup>An injury or illness is work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition.

<sup>2</sup>Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

<sup>3</sup>A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

Records will be maintained within the Office of Human Resources. Human Resources will analyze the data and trends and share the results with the Safety Committee at least two times each year.

Human Resources will report to the BMCC Board of Education all serious injuries/illnesses, including accidents involving district property or employees, students, or the visiting public, and will provide periodic statistical reports on the number and types of injuries/illnesses occurring in the college, as well as on the measures being taken to prevent such injuries/illnesses in the future.

### **Special Forms: Incident Report Form**

### **Legal References:**

[OAR 437-001-0015](#)  
[OAR 437-001-0052](#)  
[OAR 437-001-0053](#)  
[OAR 437-001-0700](#)  
[OAR 437-001-0760](#)  
[OAR 437-002-0140](#)  
[OAR 437-002-0144](#)  
[OAR 437-002-0145](#)  
[OAR 437-002-0360](#)  
[OAR 437-002-0377](#)  
[OAR 581-022-1420](#)