

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 3.7.4.1  
Related Policy: 3.7.4  
Title: Accidents Occurring On or Off Campus  
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 10-05-1994  
Last Cabinet Review: 12-01-2017  
Last Revision: 12-01-2017

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President

## DISCLAIMER

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

**NOTE:** If an injury or illness is determined to be of a more serious nature to require more than first aid attention, Public Safety should be contacted immediately. If the injured person requires medical attention, Public Safety will call '911' or a family member's number provided by the victim or from emergency contact information in WaveNet. If the injury requires immediate action before the arrival of Public Safety, one bystander should also dial '911' or dial a family member. Employees of Horry-Georgetown Technical College should not transport an injured person to the hospital or doctor's office, but should follow the transport in order to assist with information. If Public Safety cannot be reached then '911' should be called immediately and the injured person should not be moved without the supervision of qualified medical personnel.

## I. Procedure

If an accident/illness involving faculty, staff, student worker, students or visitors occur, one of the following procedures should be followed.

- A. Faculty/Staff and Student Worker (work-study, clinical student or students on a required internship) Accidents

An accident/illness involving faculty, staff or student worker must be reported immediately to the Human Resources Department before seeking medical treatment, if possible, so an accident/incident report can be completed and Worker's Compensation can be notified. In the event someone in Human Resources cannot be notified, the injured party may contact the College's Worker's Compensation insurance carrier,

CompEndium Services, to complete an accident/incident report and to receive clearance for treatment at 877.709.2667. If the incident is an emergency, please notify Human Resources as soon as the proper medical attention has been rendered for verification of workers' compensation coverage.

#### B. Student Accidents

If a student has an accident/illness requiring any medical attention while on campus, the accident/illness should be reported directly to the Vice President for Student Affairs office on the Conway Campus, or to the respective Provost of the Georgetown or Grand Strand Campuses so an accident/incident report may be completed. If the accident/illness occurs in the classroom or a laboratory setting, the instructor may administer first aid, if appropriate. First Aid Kits are strategically located on all campuses. If the accident/illness does not require medical attention, the student, along with any witnesses, should report the accident/illness to one of the appropriate offices above.

If a student who is involved in an accident requires medical attention at the hospital, an accident/incident report should be obtained by the faculty/staff member from the Vice President for Student Affairs on the Conway Campus, or the respective Provosts from the Georgetown or Grand Strand Campuses. If possible, a copy of the form should be taken to the hospital with the student or as soon as possible following the accident. All student accident claims are filed to the College's student accident insurance carrier by the Office of the Vice President for Student Affairs. The claims are paid in accordance with the guidelines of the College's student accident insurance policy.

#### C. Visitor Accidents

An accident/illness involving a visitor must be reported immediately to Public Safety. A report should be completed and maintained by Public safety. In following, Public Safety will notify the Procurement Office and provide them a copy of the accident report to maintain on file. The Procurement Office will file the claims with the College's insurance carrier.

#### D. Accident/Incident Reports

In regards to any of the above accidents, proper documentation needs to be completed. An accident/incident report needs to be filled out stating the name of the injured party, the location of the accident, his/her identification number (social or H number), his/her address & phone number, the date & time of the accident, whether there were witnesses, and a brief description of what occurred.

A copy of the report needs to be distributed to the following:

Faculty:	Human Resources, AVP/Dean, Supervisor
Staff/Student Worker:	Human Resources, Supervisor/Faculty
Student:	Public Safety, VP for Student Affairs, Dean/Campus Provost, Faculty
Visitor:	Public Safety

Blank accident/incident reports are located in the Public Safety office, Human Resources' Office, Office of Student Affairs, as well as an addendum to the Procedure.

## **II. Public Safety**

Horry-Georgetown Technical College (HGTC) is committed to maintaining a safe and secure environment for students, employees and visitors to Campus. In order to ensure that safe environment, the College is partnered with Coastal Carolina University (CCU) to provide professional police and public safety services 24 hours a day, seven days a week.

If an emergency occurs and Public Safety is required, all campus phones have a 'Campus Safety Alert' button. Pressing this button will dispatch HGTC Public Safety and/or the CCU Police to that specific location. The direct line contacts for HGTC Public Safety are as follows:

Conway Campus:	843.349.7806
Grand Strand Campus:	843.477.2115
Georgetown Campus:	843.446.1869
CCU Dispatch Contact line:	843.347.3161

To inquire about further information regarding our Public Safety Department or Emergency Response, please reference the College's 'Safety & Emergency Response Manual'. Presentations are also available on HGTC's website for Safety & Emergency Training as well as Phone System Training.

## **III. First Aid Kits**

The Superintendent of Buildings and Grounds will inspect the First Aid Kits quarterly and replace any missing items. First Aid Kits are located in various Departmental offices around each campus.

#### **IV. Important Phone Numbers**

A. Public Safety:

Conway Campus: 843.349.7806

Grand Strand Campus: 843.477.2115

Georgetown Campus: 843.446.1869

B. CCU Police Dispatch: 843.347.3161

C. Worker's Compensation Insurance Carrier, CompEndium Services: 877.709.2667

(for Faculty, Staff Members, and Student Workers only)

**ADDENDUM**  
**HORRY-GEORGETOWN TECHNICAL COLLEGE**  
**ACCIDENT/INCIDENT REPORT**

(Please submit to the appropriate departmental office immediately)

CAMPUS: <input type="checkbox"/> Conway	<input type="checkbox"/> Grand Strand	<input type="checkbox"/> Georgetown
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Name of Person Involved in Accident/Incident:  
\_\_\_\_\_

S.S./H Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Date of Accident/Incident Occurred: \_\_\_\_\_ Time: \_\_\_\_\_

Nature of Accident/Incident:

- (1) Injury
- (2) Property Damage
- (3) Fire/Arson
- (4) Theft/Robbery/Motor Vehicle Theft/Burglary
- (5) Hate/Prejudice Crime
- (6) Crimes (such as drug or liquor law violations, assaults, or weapons possession)
- (7) Other:

<b>CHECK ONE:</b>
(    ) Faculty
(    ) Staff
(    ) Student
(    ) Visitor

Explain Accident/Incident:-  
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What Action Has Been Taken?: \_\_\_\_\_

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Reporting Person's Signature: \_\_\_\_\_

College  
Representative: \_\_\_\_\_

Date of  
Report: \_\_\_\_\_ Time: \_\_\_\_\_