

SOLANO COMMUNITY COLLEGE DISTRICT

ACCIDENT REPORTS

4110

POLICY: Employees shall report all on-the-job injuries to the Administrative & Business Services Office and complete an accident report form within twenty-four (24) hours, regardless of the seemingly minor nature of the injury. Failure to report injuries promptly could deprive the employee of insurance benefits.

REFERENCES/

AUTHORITY: Solano Community College District Governing Board

SLD/zg

BP 4110

ADOPTED: May 19, 1982

REVISED: February 18, 1987

January 21, 2004