

STUDENT AND VISITOR ACCIDENT REPORTING PROCEDURE

Non-Classroom Accident Reporting Procedure

Follow these steps to report an accident and/or injury which did not occur in the learning environment.

1. Any SMCC student or visitor to the College who sustains an injury on College property or at any facility where College business is being transacted is required to file an accident report with the College within 24 hours of the occurrence (or the next business day, whichever comes first).
2. Injured students or visitors not in need of immediate medical attention should be directed to the Security Office in the Fort Building on the South Portland Campus or in Orion Hall on the Midcoast Campus, where they may complete an Accident Report Form. The phone number for the Security Office Dispatch Desk is 207-741-5553. The form is also available on the Security page of the student portal (MySMCC).
3. Upon receipt of an Accident Report, the Security Office will forward a copy of the report form to the Environmental Health and Safety Coordinator who will provide notice to other appropriate parties as needed. The EH&S Coordinator will serve as the contact person for questions and other concerns about a reported injury and will report his/her findings to the Dean of Students, noting any identified safety hazards which may have contributed to the reported injury.
4. The Dean of Students will make recommendations needed to correct identified safety hazards to the Office of the President and to other campus offices and/or committees as he/she deems necessary.

Classroom Accident Reporting Procedure

In addition to following the steps above, if a student is injured in the learning environment, the instructor will provide details regarding how the incident occurred, if the student received guidance on safe use/operation of any chemicals or equipment involved in the incident and make recommendations for procedural changes that may prevent similar future injuries. These should be noted in the space provided on the Accident Form. Additional pages may be attached as needed.