

### **ACCIDENTS AT OFF CAMPUS TRAINING SITES**

Before training at an off campus site, inquire and familiarize yourself with that site's accident procedures and policies.

The following are steps to be taken in the event that an accident happens to any Allegany College of Maryland staff or Allegany College of Maryland student at an off campus training site.

1. Seek medical assistance if required.
2. Obtain assistance from personnel at the site if possible.
3. Follow the policy and procedures established by the site you are training at and use their forms if available.
4. Do not admit liability. Our insurance company will investigate.
5. Obtain a copy of the accident report, witness statements, and any other relevant information. Forward this information to the Finance Department as soon as possible.

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If the site does not have a procedure or if their procedure does not provide for the following, then be sure the following information is obtained.

1. Get the injured party's name, address, and telephone number.
2. Get the names, addresses, and telephone numbers of any witnesses.
3. As soon as possible prepare a written statement and obtain written statements from witnesses, be sure to include names, addresses, and telephone numbers. Have statements signed and dated. If witness statement forms are not readily available use whatever paper is handy.

As soon as possible have the injured party document the accident in writing. The statement must be signed and dated.

All statements should include:

- a) date, time, and location of accident,
- b) identification of injured party (name, address, telephone no.),
- c) description of the injury or property damage,
- d) cause of accident and why it occurred
- e) who was at fault and why
- f) description of what happened,
- g) any other relevant information such as weather conditions,

- h) name, address, and telephone number of person making statement,
- i) signed and dated by person making statement.

4. Have pictures taken if appropriate and possible.
5. Forward to the Personnel Office a copy the accident report, witness statements, and any additional information you obtained.
6. The Personnel Office will report the accident to the College's insurance carrier for follow-up.
7. Report any employee injury to the college's Personnel Office.