CLC Accident/Injury Reporting Procedures

Providing a safe workplace for employees at the College of Lake County is a primary goal of the organization. In order to maintain a safe working environment, it takes a team effort. This includes all employees, supervisors, and management personnel.

Reporting Requirements

All CLC employees are expected to report any occupational injuries and illnesses to the CLC Health Center or CLC Police (if the Health Center is not open/available). Provide as much information as possible concerning the accident incident, and notify your supervisor immediately. If the Health Center cannot provide the needed medical attention, then employee will be directed to one of the Advocate Condell Acute Care Centers or the hospital emergency room as deemed appropriate. The CLC Health Center or CLC Police will complete the initial Health Incident Report.

As soon as possible, a Report of Accident/Injury Form needs to be completed by the employee and supervisor (this can be found online). The employee completely fills out Step I of the form (if capable). If the employee is not capable of completing the form, then the supervisor should complete the form for the employee. The supervisor then completes Step II of the form. When filling out each part of the form, be as detailed and specific at possible. This form needs to be completed even if no medical treatment is requested or necessary. A copy of the form needs to be provided to the next immediate supervisor for the department/division, and the Environmental Health and Safety Manager.

Return to Work/Reinstatement

A medical release from the treating physician is required for any employee who suffers an occupational injury or illness and wishes to return to full duty. An employee, who suffers an occupational injury or illness and cannot be released to perform the full duties of his/her regular job, may be offered light duty or modified duty with any restrictions noted by the treating physician. Any modified work conditions will be coordinated through Human Resources and the employee’s department/division. All physician work-related documentation must be submitted to the Human Resources department for consideration, before an employee can return to work in any capacity.

Conducting a Follow-up:

The supervisor is responsible for conducting a follow-up of the incident report in order to:

- Identity and eliminate causes
- Prevent similar accidents, illnesses, or near-miss incidents
- Document the circumstances surrounding the incident

The following follow-up guidelines are provided:

- Conduct the follow-up immediately and act on any ongoing safety concerns
- Be a fact-finder, not a fault-finder
- Ask open-ended questions to establish: who, what, when, where, why, and how. Also, ask clarifying questions to determine the root cause.
- Be detailed when describing Step II of this form concerning conditions, actions, contributing factors, and other reporting measures.
- Talk to any witnesses and get as much information as possible to add to the report.
- If the report by the employee was not made immediately (delayed), determine why.
- Identify any changes that need to take place in the way that work is done, in equipment or in the layout of the workplace, in order provide a safer workplace. Submit any work orders that may be needed, and follow-up on any modifications.
- Examples of contributing factors to a workplace accident may include: failure to lockout or secure; improper maintenance, housekeeping, protective equipment, dress, guarding, and instruction; unsafe equipment, process, position; or horseplay.