



How to File an Incident Report

Whether you are an employee, student, or visitor at Clark College, it is necessary to learn the proper steps to take when an accident occurs. Read further for information of how to file incident reports.

Employee Incidents

- Report incidents to your supervisor immediately.
- Report the incident to Security.
- Complete any necessary first aid.
- Fill out the [Employee Incident Report Form](#) as soon as reasonably possible.
- Supervisor will report the incident to Environmental Health and Safety.
- Seek medical attention for serious injuries.
- Bring your doctor's note, if seen by a medical provider, to Environmental Health and Safety (GHL 206) to determine next steps based on work restriction requirements.



Student/Visitor Incidents

- Complete an incident report form.
- Report incident to Security.
- Send incident report form to Environmental Health and Safety.

Resources

[Employee Incident Process and Forms](#)

[Student/Visitor Incident Process and Forms](#)

[Near Miss Incident Process and Forms](#)

Near Miss Incidents

- Complete hazard form
- Submit form to Environmental Health and Safety