

Williamsburg Technical College  
PROCEDURE

**SECTION E – FACILITIES MANAGEMENT**

Title <b>ACCIDENTS AND MEDICAL EMERGENCIES</b>	Number <b>E-2.1</b>
Division of Responsibility <b>Administration and Finance</b>	Approval Date Page <b>1/21/2021 1 of 2</b>
Approval Vice President <hr/>	Supersedes Procedure No. <b>E-2.1</b> Date <b>2/3/14</b>
President <hr/>	

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. If an accident occurs in the presence of any staff or faculty:
  - A. Evaluate the accident and render whatever immediate assistance is possible.
  - B. Report the accident or injury to the appropriate administrator:
    1. Associate Vice President (AVP) for Student Affairs - for students during day or evening hours.
    2. Immediate supervisor and AVP for Facilities Management for injured employees.
  - C. Only superficial injuries should be treated. First aid kits are located in the Student Affairs Office and the AVP for Facilities Management's Office.
    1. If the individual requests medical attention, appropriate arrangements will be made.
    2. If the individual is unwilling or unable to make a decision regarding needed medical attention, the responding individual will ensure that 911 is called
  - D. When appropriate, a college administrator will notify the individual's emergency contact(s).
  - E. For accidents occurring at sites away from the College campus, the college employee in charge will take all the necessary actions outlined above. When appropriate, contact the necessary aforementioned administrator.
  - F. In all cases, the individual taking initial action will complete an accident report (obtaining assistance if needed by the appropriate administrator).

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- G. Faculty and staff are covered by Workers Compensation insurance for any injury while at work. Such injuries should be reported to the Business Office within 24 hours.
- H. Each student is covered by accident insurance at no additional cost. This group insurance covers the student while on the campus and during College-sponsored travel. Injuries must be reported to the Vice President for Student Affairs within 48 hours from the time of the accident. Insurance claim forms are available in the Student Affairs Office.