



**POLICY: 6Hx28:10-01**

**Responsible Executive:** Vice President,  
Business Operations and Finance

**Policy Contacts:** Assistant Vice  
President, Operations

**Specific Authority:** 1001.64, F.S.  
**Law Implemented:** 1001.64, F.S.

**Effective Date:** 12-11-2019

**Date of Last Policy Review:** 12-11-2019

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## Reporting Incidents or Injuries

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### Policy Statement:

Reports of incidents and injuries occurring on any Valencia campus or at a College-sponsored event wherever located, should be made as soon as possible to a representative of Safety and Security Services so that an appropriate response can be initiated and a security incident report completed. If the incident or injury involves an employee, the employee's supervisor or designee should also be notified for evaluation and appropriate action as applicable. The College President, or designee(s), shall establish procedures to implement this policy.

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### Policy History:

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Amended 12-11-2019; Formerly 6Hx28:4-18; Formerly 6Hx28:04-12

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### Related Documents/Policies:

Policy 6Hx28: 3A-08 Unpaid Internships  
Policy 6Hx28: 3A-09 Volunteers  
Policy 6Hx28: 3D-06.3 Workers' Compensation and Illness-or-Injury-In-Line-of-Duty Leave  
Policy 6Hx28: 3D-06.2 Fitness for Duty  
Policy 6Hx28: 8-03 Student Code of Conduct

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## Procedures:

The procedures describe the process for reporting incidents and injuries to employees, students, interns, contractors, volunteers, or visitors on any of the Valencia campuses or during United States or international travel:

### I. Definitions:

- A. Contractor – An independent business or any of its employees, representatives, or agents contracted by the College to provide specific services or work to the college in accordance with Florida law. A contractor is not an employee of the college.
- B. Employee – An individual paid a salary or wage by the College and filling an established full-time or part-time position at the College.
- C. Incident – Incidents may include without limitation accidents, motor vehicle collisions, property damage, property theft, injuries, emergencies, nuisance or suspicious activities, criminal activities, health and/or safety concerns, etc.
- D. Intern – A student enrolled in an internship program at Valencia College or other institution of higher education who is completing an unpaid, practical, career-learning experience where learning is the primary objective. For additional information, see College Policy 6Hx28: 3A-08 Unpaid Internships.
- E. Security Incident Report – Report completed by a representative of Valencia College Security Services regarding incidents and/or injuries that includes detailed information and applicable witness statements, pictures, drawings, etc.
- F. Student
  - 1. An individual who has been notified of their acceptance for admission to Valencia College; an individual enrolled in a class(es) at Valencia College; or an individual in between terms and has a continuing relationship with Valencia; or
  - 2. An individual who is an enrolled student in another higher educational institution and attending a class(es) on a Valencia campus.

For additional information on defining a student, see College Policy 6Hx28: 8-03 Student Code of Conduct.

- G. Visitor – Individual not affiliated with the college as a student, employee, volunteer, or contractor.
- H. Volunteer – Volunteers are individuals who perform services directly related to the activities of the college for their own benefit, to support the humanitarian, educational, charitable or public service activities of the college, or to gain

experience in specific endeavors. There is no employment relationship between the college and the volunteer, and volunteers thus perform services without promise, expectation or receipt of any compensation, future employment or any other tangible benefit. For additional information to defining a volunteer, see College Policy 6Hx28: 3A-09 Volunteers.

## II. Reporting Incidents and Injuries

- A. Incidents and injuries should be reported as soon as possible to a representative of Safety and Security (see list in Appendix A) for completion of a “Security Incident Report”. (Note: Employees shall notify their direct supervisor or designee as soon as possible.) If emergency services are first called for an incident or injury, the reporting party shall also immediately contact a representative of Safety and Security for completion of a “Security Incident Report”. Incidents and injuries shall be managed and may require further investigation and action based on the severity of circumstances by the appropriate authority(ies) on the matter (i.e. Safety and Security, law enforcement, Organizational Development and Human Resources, Risk Management, Student Affairs, Office of Information Technology, etc.).

## III. Reporting Injuries

### A. Reporting Employee and Volunteer Injuries – In-District:

1. Employees and volunteers injured on a College campus or at a College sponsored event wherever located in district shall immediately report the injury to their supervisor or designee and a representative of Safety and Security (see list in Appendix A) for completion of a “Security Incident Report.” If the injury is serious and requires emergency services and the employee or volunteer is transported for treatment, the supervisor or designee shall immediately report the injury to Safety and Security and the employee or volunteer shall complete a statement as soon as possible. For additional information on work related injuries or illness, see College Policy 6Hx28: 3D-06.3, Workers’ Compensation and Illness or Injury In Line of Duty Leave.
2. Employee Injuries-Travel Outside of the College District:
  - a. Travel outside the United States with the Study Abroad and Global Experiences (SAGE) program – Employees who sustain an injury while on official college business when traveling outside of the United States as part of the SAGE program, shall follow [SAGE](#) program guidelines and expectations.
  - b. Travel within and all other travel outside the United States – Employees who sustain an injury while on official College business when traveling outside of the district (within or outside the United States and other countries) shall immediately report the injury to their supervisor and a representative of Safety and Security for completion of the “Security Incident Report” at 407-582-1000, via the college

website at valenciacollege.edu/security/reporting.cfm or through the Valencia College Safety Mobile App. If the injury is serious and requires emergency services and the employee is transported for treatment, the supervisor or designee shall immediately report the injury to Safety and Security and the employee shall complete a statement as soon as possible. For additional information on work related injuries or illness, see College Policy 6Hx28: 3D-06.3, Workers' Compensation and Illness or Injury In Line of Duty Leave.

3. Employee Post-Accident or Injury Drug and/or Alcohol Test – Employees involved in a work-related accident or injury may be required to submit to a post-accident drug and/or alcohol test. For additional information, see College Policy 6Hx28: 3D-06.2 Fitness for Duty. Failure to submit to the test(s) and participate may result in disciplinary action up to and including termination of employment, and may also include workers' compensation benefits suspension, if applicable.

**B. Reporting Student, Intern, Contractor, and Visitor Injuries:**

1. Students, interns, contractors, or visitors injured on campus or at a College sponsored event wherever located shall immediately report the injury for completion of a "Security Incident Report" to a representative of Safety and Security via phone (see list in Appendix A), via the college website at valenciacollege.edu/security/reporting.cfm, or through the Valencia College Safety Mobile App. If the injury is serious, requires emergency services, and the student, intern, contractor, or visitor is transported for treatment, any witness may immediately report the injury to Safety and Security and the injured party shall complete a statement as soon as possible.
2. Travel outside the United States with the Study Abroad and Global Experiences (SAGE) program – Students who sustain an injury while on official college business when traveling outside of the United States as part of the SAGE program, shall follow [SAGE](#) program guidelines and expectations.
3. The health insurance coverage of visitors, interns, and students shall be primary coverage with respect to injuries they sustain on a College campus or during a college sponsored event wherever located. Contractors shall refer to their employer for guidance on injury coverage.

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**Procedure History:**

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Amended 12-11-2019; Formerly 6Hx28:4-18; Formerly 6Hx28:04-12

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**Date of Last Procedure Review:** 12-11-2019

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**Related Documents:**

**Appendix A: Security Services Contact Numbers**

| <b>Campus</b>                          | <b>Phone Number</b> |
|--|---------------------|
| Advanced Manufacturing Training Center | 407-582-4000        |
| District Office                        | 407-582-3000        |
| Downtown Center                        | 407-582-1000        |
| East Campus                            | 407-582-2000        |
| Fire Rescue Training Facility          | 407-582-1000        |
| Lake Nona Campus                       | 407-582-7000        |
| Osceola Campus                         | 407-582-4000        |
| Poinciana Campus                       | 407-582-6500        |
| School of Public Safety                | 407-582-8000        |
| West Campus                            | 407-582-1000        |
| Winter Garden Facility                 | 407-582-1000        |
| Winter Park Campus                     | 407-582-6000        |

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