
**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6541 REPORTING INJURIES

All student injuries will be immediately reported on District Accident Report Forms by the instructor, or if a student requires medical attention at the Student Health Center for an injury sustained on an Allan Hancock College campus.

All campus related incidents of injuries to District employees, student workers, and volunteers should immediately be reported to their supervisor, who will report the incident immediately to Human Resources. In addition to a report to Human Resources, the employee and supervisor will complete their portion of the District approved Industrial Incident Report as soon as feasible after the incident. If the employee cannot complete the industrial incident report, the supervisor will complete the report.

All campus related incidents of injuries to non-district affiliates should be reported to the office of the Vice President of Finance and Administration.

Adopted: No date

Revised: 7/9/19

Revised: 11/18/25