

## WASHINGTON COLLEGE

### Non-Work/Near Miss Accident Report Instructions

#### **Reporting:**

The Accident/Injury Report, **found on Self Service at <https://fs-1.washcoll.edu/adfs/ls/> - log in and proceed to User Options – then to the Accident/Injury Form** is to be used by employees who are “Off Duty,” students, visitors, volunteers or others who are on the Washington College campus. The Accident/Injury Report is to be completed anytime an accident or incident occurs which involves an injury, or property damage or if there is a “Near Miss” incident in which there could have been, but there was not, any injury or property damage. Any injury sustained while participating in athletically-related activities are recorded through the Department of Athletics. This form is NOT to be used for sports injuries, unless there are extenuating circumstances.

