

FOR YOUR INFORMATION

STATE OF MINNESOTA GENERAL LIABILITY INCIDENT REPORT



The **General Liability Incident Report** needs to be completed each time a person other than a state employee is injured on College property.

This Incident Report needs to be completed by a College employee, working with the injured individual, and submitted to the College's Director of Finance as soon as possible after the incident.

The Incident Report will then be reviewed and forwarded to the following:

- Director of Risk Management, Minnesota State Colleges and Universities System, and
- Risk Management Division's Claim Unit, State of Minnesota's Department of Administration

Forms not completely accurately and completely will not be accepted by Risk Management.

Thank you for your assistance.