

University of Alaska Anchorage	Section EHS/RMS
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Statement 36
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Title <i>INCIDENT, INJURY, ILLNESS, AND VEHICULAR ACCIDENT REPORTING</i>	Effective Date 05/30/2012

*Purpose*

There are many reasons to report injuries and incidents. Whether it is a legal requirement, hazard identification, or ensuring that medical costs are covered appropriately, the injuries and incidents at UAA need to be reported. This can be a confusing process and EHS or SORS can be contacted for questions regarding reporting.

*Reporting an Injury*

All injuries or incidents at UAA or community campuses need to be reported to EHS (<http://www.uaa.alaska.edu/EHSRMS/ehspersonnel.cfm>) utilizing the [Incident Report Form](#). This means vehicular accidents, injuries, close calls, and illnesses. Depending on the severity of the injury or illness, more forms may be necessary; but as a minimum this form must be accomplished.

In addition, EHS needs to determine if an injury is OSHA reportable or not. This does not affect the employee and the care they receive, but reporting is an important legal requirement. To that end, EHS is limited to 7 days to file a report if the injury is of the magnitude requiring reporting. There are criteria, but each case must be evaluated to determine if it is reportable or not. Due to the small window provided, it is up to the supervisor to forward the information to EHS as soon as possible.

If the employee needs/seeks medical attention, his or her supervisor needs to contact SORS (786-1140 or [sdrisk@alaska.edu](mailto:sdrisk@alaska.edu)) for information on completing and filing the State Worker's Compensation forms.

*Workers Compensation*

Reportable occupational injuries and illnesses under Workers Compensation are prescribed by State statute. The University's reporting responsibility under the statute rests with SORS. The completed forms must be submitted to SORS within two days of supervisory knowledge of an incident. Fines levied by Workers Compensation Board against the University for late reporting may be passed on to the submitting departments. Recordable cases include every:

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1. Occupational death.
2. Industrial illness.
3. Occupational injury that involves one of the following:
  - a. Unconsciousness.
  - b. Inability to perform all phases of a regular job.
  - c. Inability to work full time on a regular job.
  - d. Temporary assignment to another job.
  - e. Medical treatment beyond first aid.

*Fatality or  
Hospitalization  
Incidents*

State law requires that employee fatalities or hospitalizations arising out of and in the course of employment be reported to the Department of Labor. The following procedures should be observed for these incidents:

1. **Within 8 hours after the occurrence of an employment related incident which results in an immediate or probable fatality or which results in hospitalization of one (1) or more employees, the employer shall report the accident either orally or in writing to the nearest office of the Department of Labor. The reporting shall relate the circumstances of the accident, the number of fatalities, and the extent of the injuries. The Department of Labor may require such additional reports, in writing or otherwise, as they deem necessary, concerning the accident. The filing of this report will be done through EHS/RMS (<http://www.uaa.alaska.edu/EHSRMS/ehspersonnel.cfm>) or SORS (786-1140 or [sdrisk@alaska.edu](mailto:sdrisk@alaska.edu)). EHS will keep both UAA and Statewide leadership informed of all serious incidents.**
2. Equipment involved in an incident resulting in an immediate or probable fatality shall not be moved until a representative of the Department of Labor investigates the scene and releases such equipment, except where removal is essential to prevent further incidents. **Consult with EHS/RMS**

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- (<http://www.uaa.alaska.edu/EHSRMS/ehspersonnel.cfm>) or **SORS** (786-1140 or [sdrisk@alaska.edu](mailto:sdrisk@alaska.edu)) **immediately**.
3. Upon the arrival of a Department of Labor investigator, the immediate supervisor and all employees who were witnesses to the incident, or whomever the investigator deems necessary to complete the investigation, shall be available to provide information to the investigator.
  4. If associated with an employment related incident, notify EHS/RMS (<http://www.uaa.alaska.edu/EHSRMS/ehspersonnel.cfm>) or SORS (786-1140 or [sdrisk@alaska.edu](mailto:sdrisk@alaska.edu)) whenever a Department of Labor investigator is invited to or comes on the campus.

*Vehicle Accidents* Report employee and non-employee vehicular accidents occurring at UAA to the University Police (786-1120). University Police may provide copies of these reports to EHS/RMS. In addition, University Police will immediately notify EHS/RMS of serious occurrences of injury, death, or property loss or damage. Extended sites and campuses should report serious incidents to local police departments and to EHS/RMS. The extended sites and campus should obtain copies of police reports and forward them to EHS/RMS. EHS/RMS will coordinate information flow and communications with the System Office of Risk Services (SORS) and may perform further investigations after consultation with the University Police. SORS will process liability claims when submitted. If the accident involves and injury, follow the appropriate procedures for processing.

*Vehicle Accident Investigation* The immediate supervisor should investigate the accident. The supervisor is in a unique position to identify problems and implement procedures or practices that may prevent further injuries. It is critical that evidence not be destroyed or tampered with after an incident until SORS, UAA EHS/RMS, University Police, or other investigation agencies have had a chance to complete investigations. In addition, the incident scene

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should be secured from accidental or purposeful entry by persons not involved in the investigation.

*Claims Forms*

All claims forms can be found at [http://www.uaa.alaska.edu/EHSRMS/forms\\_and\\_templates/claims.cfm](http://www.uaa.alaska.edu/EHSRMS/forms_and_templates/claims.cfm); they should be used as appropriate and returned to the System Office of Risk Services (SORS) in the Bragaw Office Building (fax: 786-1412 or [sdrisk@alaska.edu](mailto:sdrisk@alaska.edu)) or returned to EHS.

*Assistance*

EHS/RMS (<http://www.uaa.alaska.edu/EHSRMS/ehspersonnel.cfm>) is available for consultation and assistance to help make the workplace safe.