

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Part Procedure
Policies and Procedures	Statement 11
Title <i>ACCIDENT REPORTS</i>	Effective Date 03/10/10

*Non-employee
Accidents*

Report non-employee accidents occurring at UAA Anchorage area facilities to the University Police (786-1120). University Police will 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 a copy of police reports and forward it 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.

Claims Forms

The following forms 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):

- [Auto Accident Report and Claim Form, UA's Report](#)
- [Auto Accident Report and Claim Form, Claimant's Report](#)
- [Property Loss Claim Form](#)
- [Incident Report](#)
- [Supervisor's Accident Investigation Report](#)

*Fatality or
Hospitalization
Accidents*

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 accidents:

1. Within 8 hours after the occurrence of an employment related accident 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 may be by telephone or telegraph. 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

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additional reports, in writing or otherwise, as they deem necessary, concerning the accident. The filing of this report should be done through EHS/RMS (786-1351 or ayssg@uaa.alaska.edu) or SORS (786-1140 or sdrisk@alaska.edu).

2. Equipment involved in an accident resulting in an immediate or probable fatality shall not be moved until a representative of the Department of Labor investigates the accident and releases such equipment, except where removal is essential to prevent further accidents. **Consult with EHS/RMS** (786-1351 or ayssg@uaa.alaska.edu) **or SORS** (786-1140 or 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 accident, 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 accident, notify EHS/RMS (786-1351 or ayssg@uaa.alaska.edu) or SORS (786-1140 or sdrisk@alaska.edu) whenever a Department of Labor investigator is invited to or comes on the campus.

*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 (786-1140 or sdrisk@alaska.edu). Recordable cases include every:

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.

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

WC Claim Forms And Reporting

All workers compensation claims must be submitted on a *Report of Occupational Injury or Illness* form. That form is multipart and is only available in hard copy format. Blank copies of the report form are available from the System Office or Risk Services (SORS) at the Bragaw Office Building (contact 786-1140 or sdrisk@alaska.edu). The completed forms must be submitted to SORS within a 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.

Assistance

EHS/RMS (786-1351 or ayssg@uaa.alaska.edu) is available for consultation and assistance to help make the workplace safe.