Accidents and injuries

• If you see something unsafe, say something, by filling out an unsafe condition report.

• Notify your supervisor if you are injured or become ill due to work-related activities.

• If an injury or illness requires medical attention or results in the loss of consciousness, you must complete these required forms, which can be found at www.uaf.edu/safety/.

• Reports must be made to EHSRM as soon as practical but within eight hours for any injury/illness not resulting in hospitalization.

• Contact EHSRM immediately whenever a workplace injury/illness results in immediate transport to the hospital or in a fatality.

Discussion point: What are some of the benefits of prompt reporting?

If you see something unsafe, say something, by filling out an unsafe condition report. Even with the best safety prevention program, there will be occasional accidents and injuries. As a supervisor, it's your responsibility to mitigate the hazards as well as correctly report the incident when something does go wrong.

Share these protocols with your employees and review them regularly.

Injury/illness reports due within 10 days

• Employer Report of Occupational Injury or Illness to Division of Workers' Compensation form — usually completed by the injured employee's supervisor

• UAF Accident/Incident Report form — completed by injured/ill employee

• Employee Report of Occupational Injury or Illness to Employer form — completed by the injured/ill employee

• UAF Accident/Incident Report (within 8 hours of injury)

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Accidents and injuries must be reported using the UAF Accident/Incident Report (www.uaf.edu/safety/incidentreport-2012.1.pdf).

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