Accident/Incident reporting flowchart:

**Accident/Incident results in injury or illness requiring only First Aid* or No Treatment**

Affected Employee (or their representative):
Must complete an online Incident Report
http://www.uaf.edu/safety/
as soon as practical but within 8 hours of accident/incident.
Employee must notify their supervisor about the accident/incident as soon as reasonably possible.

**Accident/Incident results in injury or illness requiring Medical Treatment**

Affected Employee (or their representative):
Must complete an online Incident Report
http://www.uaf.edu/safety/
as soon as practical but within 8 hours of accident/incident.
Employee (or their representative) must notify their supervisor about the accident/incident as soon as reasonably possible.

**Accident/Incident results in Unconsciousness, Fatality, or an Overnight Hospitalization**

Contact EHSRM immediately, but in no event later than 4 hours after the known unconsciousness, fatality, or hospitalization.

Follow All Reporting Requirements for Injuries or Illness Requiring Medical Treatment (Note: The supervisor, or other organizational representative, may complete the incident report on behalf of the affected employee).

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* First Aid – Any care for injuries that does not require medical treatment

** Medical Treatment - Services or prescription medication provided through a physician or other health care professional for the treatment of illness or injury

EHSRM Contact Information:
Normal Business Hours (8am – 5pm, M-F): 474-5413
After-Hours (weekends, holidays, etc.): 474-7721
http://www.uaf.edu/safety
Fax: 474-5489

Online Accident/Incident Reporting portal can be found at: http://www.uaf.edu/safety/