

Accident Reporting/Notification Procedures

Accident/Incident Occurs

FS Safety Cell - 590-8819

Shop Super - _____
Shop Super Cell - _____

Injured employee immediately notifies supervisor of accident. Supervisor (or other responsible person) calls 911 or 474-7721 if emergency services care/transport needed, or otherwise ensures injured employee is transported to appropriate health care facility. Supervisor/other responsible person **immediately** notifies EHS&RM (or Facilities Services (FS) Safety Officer, 474-5949, if patient is FS employee) of accident and current status of employee. **Notification must be made regardless of time or day (includes after normal hours, weekends, and holidays)**

Injured employee seeks or requires medical attention

Employee, supervisor, safety officer (in-turn) complete an Incident Report. See EHS&RM or Facilities Services Safety web site for on-line form, or visit the respective safety office. Incident reporting must be made within 24 hours to the appropriate safety office.

Injury requires in-patient hospitalization or results in death

The supervisor/other responsible person notifies EHS&RM (or FS Safety Officer if FS employee) when injured employee is treated and released back to work or home. The Supervisor/other responsible person of employee will complete Report of Occupational Injury or Illness within 10 days of date of incident. Incident report form will be completed by the employee and supervisor within 24 hours of the incident.

If injury requires in-patient hospitalization, or if the injury was fatal, the supervisor/other responsible person in supervisory role, will immediately, upon their knowledge, report it to EHS/RM (or FS Safety Officer if patient is FS employee). **The report to EHS&RM (or FS Safety Officer) must be made immediately, but in no event later than eight hours, after receipt by the employer of information that the accident has occurred.** EHS&RM or FS Safety Office, once notified by the supervisor/other responsible person, will immediately report the accident and in-patient hospitalization to AKOSH DOL per Alaska Statute 18.60.058(a).

Supervisor/other responsible person maintains contact with the patient and will notify appropriate Safety Office (EHS&RM or Facilities Services) of patient's discharge. If patient is incapacitated, the supervisor/other responsible person will make follow up contact with hospital regarding patient status and will notify EHS&RM or FS Safety Office of any changes in patient progress/status.

Supervisor/other responsible person will complete Report of Occupational Injury or Illness with 10 days of date of incident

Modified for use by Facilities Services