

Quick Tab 2 - Accidents and injuries

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.

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

Share these protocols with your employees and review them regularly.

- Report any injury or illness such as pulled/strained muscles, lacerations, nausea from inhaling fumes, skin irritation from chemical contact, debris in eyes, etc.
- Reports must be made to EHSRM as soon as practical but within eight hours for any injury/illness not resulting in hospitalization.
- Reports should be made to EHSRM immediately, but no later than four hours, after any injury/illness resulting in known or potential overnight hospitalization.
- Contact EHSRM immediately whenever a workplace injury/illness results in immediate transport to the hospital or in a fatality.
- Notify your supervisor if you're injured or become ill due to work-related activities.

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

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/.

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

Safety at UAF

Safety is the responsibility of everyone at UAF. Whether it's workplace hazards or public safety, we need to look out for each other, and in doing so you may help prevent a serious injury. If you see something unsafe, say something, by filling out an Unsafe Condition Report at www.uaf.edu/safety/.