

Accident Reporting Requirements

- All accident/incidents: Complete Attachment 6 of MKSS Safety Plan
- Vehicle Accidents - Complete sections A through F and G-I if injuries
- On-the-job Accident(s) – **Worker’s Compensation** Start with G and H.

If you are involved in an accident please follow the steps below:

- A. Check the accident scene. Scan for injuries and potential hazards at the scene.
- B. Call 9-1-1 to report accident. State your name, location, description and lic.no. of State Vehicle.
- C. Vehicle may be moved if it presents a road hazard. But, do NOT remove the vehicle from the scene until police authorize it.
- D. Care for the injured persons to the level of your ability.
- E. Call your Supervisor as soon as possible.
- F. Complete Risk Mgt. Forms: (Manila envelope in glove box. Envelope also contains registration and insurance card for vehicle.) see <http://www.hawaii.edu/apis/apm/a8400.php> for forms below:

**** Driver must complete all three:**

1. **Drivers Report of Accident** DAGS attachment 400.4
2. **Report of Incident/Accident** DAGS attachment 400.2,
3. **Automobile Loss Notice** DAGS attachment 400.5

**** Supervisor signs forms, includes pictures, completes Appendix 6 of MKSS Safety Plan (MKSS Preliminary Incident Report Form) within 18 hours to Stewart Hunter, and investigates.**

If UH Property (other than automobile) is damaged, complete:

4. Report of Loss or Damage of State Property DAGS attachment 400.1, also called RMP-001

If OTHER property or persons are injured/damaged: complete

5. Claim for Damage or Injury DAGS attachment 400.3, form OPRPRM Form 67

G. WORKER’S COMPENSATION CLAIMS:

MKSS Dept Manager completes Appendix 6 in safety plan and sends to MKSS Gen.Mgr.
Driver and all passengers complete Industrial Injury Forms, even if no doctor or hospitalization.
RCUH-HR must have these within 24 hours.

1. **UH employees or Volunteers:** UH Report of work-related injury/illness (see **attachment 1**, form UH A9.270) <http://www.hawaii.edu/svpa/apm/archives/a9720.9911.pdf>
 2. **RCUH employees:** RCUH Supervisor’s Report of Industrial Injury, form BEN-3 and the EMPLOYEE SIGNS. See www.rcuh.com Go to Forms–Human Resources–Attachments Index. See *RCUH policy 3.930*
 3. **RCUH employees:** RCUH Employee/Claimant Consent Form, D-26. See www.rcuh.com Go to Forms-Human Resources-Attachments Index.
- H. Send completed forms to Hilo Office within 24 hours. Delays may cause claims to be denied. If injury is treated at Emergency Room or Doctor’s office advise them this may be a worker’s compensation case, and they can call MKSS office during business hours. RCUH uses Brandvolt & Ku in Honolulu for WC cases.
- I. Call a tow truck if the state vehicle is not safe to be driven. The police will usually call for a tow truck if needed. Have it towed to MKSS. Tow lots charge daily fees, and are not a long-term solution.