Accident Reporting/Notification Procedures
For School of Fisheries and Ocean Sciences

Injured employee immediately notifies supervisor of accident. **Supervisor** (or other responsible person) calls 911 if emergency services care/transport needed, or otherwise ensures injured employee is transported to appropriate health care facility.

**Supervisor/other responsible person** immediately notifies UAF Environmental Health, Safety, and Risk Management (EHSRM) (907-474-5413) of accident and current status of employee. Notification must be made regardless of time or day (includes after normal hours, weekends, and holidays!) To report an incident or an accident

Contact Information:
Main office: 907-474-5413
Fax: 907-474-5489
Main email: fysafety@uaf.edu
After hours, holidays or on weekends, contact the UAF Emergency Dispatch Center at 907-474-7721. The dispatch center will contact an employee from EHS&RM.

**Injury requires in-patient hospitalization or results in death**

Employee, supervisor, and safety officer or SFOS HR personnel complete an Accident/Incident Report. See EHSRM web site for on-line form (http://www.uaf.edu/files/safety/incidentreport.pdf). The report must be initiated immediately by the employee.

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 EHSRM and SFOS unit HR personnel and safety officer. **The report to EHSRM (or SFOS unit HR personnel) must be made immediately, but in no event later than eight hours, after receipt by the employer of information that the accident has occurred.** SFOS HR personnel, 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 SFOS HR and safety personnel 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 EHSRM or SFOS HR and safety personnel of any changes in patient progress/status.

**Supervisor/other responsible person will complete Report of Occupational Injury or Illness within 10 days of date of incident.**
Contacts:
Kodiak Seafood and Marine Science Center:
HR Personnel—Gabrielle Hazelton 907-796-5443
Safety Officer—Kay Bodi 907-486-1532

Juneau-Lena Point—
HR Personnel— Gabrielle Hazelton 907-796-5443
Safety Officer— Lawrence Powers 907-796-5480

SFOS Fairbanks
HR Personnel— Janine Smith 907-474-6808
Safety Officer— Patricia Rivera 907-474-7533

Kasitsna Bay
No HR Personnel in K-Bay; contact Janine Smith 907-474-6808
Safety Officer— Hans Pedersen

Seward Marine Center
HR Personnel— Janice Kristenson 907-224-4307
Safety Officer— Jennifer Elhard 907-224-5261

Marine Advisory Program
HR Personnel— Julie Carpenter 907-274-9693
No Safety Officer

Alaska Sea Grant
HR Personnel— Michele Frandsen 907- 474-7088
No Safety Officer