Recipes for success
with How To Report Incidents

General

- Serious injuries require the immediate notification of the Office of Environment, Health & Safety (EH&S)
- Investigation of accidents is not only required by law, it can also help prevent future accidents.

Basic Steps

The basic steps to take following any accident are:
1. Provide medical attention and secure the scene.
2. Notify all appropriate parties.
3. Gather information (including interviewing witnesses).
4. Analyze the information, identifying causes.
5. Prepare a report, assigning corrective actions.
6. Ensure all corrective actions are implemented.

Notification

- Notify the appropriate supervisor immediately following any accident.
- Within 24 hours of your department’s knowledge of the incident, an Employer’s Report of Incident form must be completed and faxed to Worker’s Compensation.
- EH&S must be notified immediately if any of the following occurs:
  1. Worker fatality
  2. Possible permanent disfigurement
  3. Loss of any body part (e.g., a fingertip)
  4. Inpatient hospitalization

What To Do

- Attending to an injured worker’s medical needs is always the first priority after an accident.
- Be sure that it is safe to approach the victim by checking for environmental causes or other still-present dangers that may have caused the illness or injury.
- After treatment of the injury has begun, secure the scene of the accident to ensure that conditions are not altered before investigators can examine them.
- Retain broken or defective equipment so it can be examined.
- Take note of anyone who witnessed the incident or was in the area immediately before or after the incident.
- Call the UC Police Department (UCPD) if the accident may involve vandalism or other crimes.