

## **WHAT TO DO WHEN AN ACCIDENT OCCURS**

### **General (apply in all cases)**

- Seek appropriate medical attention. Call an ambulance if necessary.
- Ensure ongoing hazards are addressed. Preserve evidence.
- Promptly report the accident, as described below

### **UI Employees & authorized volunteers (work-related accidents)**

If a work-related accident occurs that results in a personal injury/illness that ***does*** require professional medical attention and/or time loss beyond the date of injury:

- Notify supervisor/program coordinator as soon as possible
- File a workers compensation claim with Environmental Health and Safety  
<https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/workers-compensation>
- If the accident occurs while driving a UI vehicle:

Follow guidelines outlined in [Accidents Involving A University Vehicle](#) section below

If a work-related accident results in a personal injury/illness that ***does not*** require professional medical attention and/or time loss beyond the date of injury:

- Notify supervisor/program coordinator as soon as possible
- Ensure an Accident-Incident Report form is completed as soon as possible  
<https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/accident-and-incident-reporting>
- If the accident occurs while driving a UI vehicle:

Follow guidelines outlined in [Accidents Involving A University Vehicle](#) section below

### **Students**

If injured while participating in a university sponsored program or on university property:

- Notify appropriate instructor/program coordinator or the Risk Management 208-885-7177
- Ensure an Accident-Incident Report form is completed as soon as possible  
<https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/accident-and-incident-reporting>

**If the injury is serious**, the student(s) instructor/program coordinator should:

- Notify the Risk Management 208-885-7177
- Notify Office of the Dean of Students 208-885-6757

- Maintain contact with student
- Obtain written release from treating physician before allowing return to class/activity

### **Students Who Are Also University Employees**

If a student is injured while working as an employee (or authorized volunteer) of the University, see UI Employees (& authorized volunteers) section above

If a student is injured while participating in a university sponsored program or on university property, see Students section above

### **Accidents Involving A University Vehicle**

- Promptly notify and provide information as requested to police
- Do not accept responsibility for or comment upon the accident
- Provide the other party with the Citizens Claim Procedure Form (green form that should be found in all UI vehicles) if they feel you are at fault
- Notify supervisor/instructor/program coordinator of accident as soon as possible
- Report the accident to the Risk Management, 208-885-7177, as soon as possible.
- Complete the University of Idaho Auto Accident Report Guide (should be found in all UI vehicles) and provide a copy to Risk Management within 48 hours of accident, Campus Zip: 3168, Fax: 208-885-5504
- If injured, see UI Employees (& authorized volunteers) section above

### **Accidents/Incidents Involving Non-University Personnel**

- Obtain names and phone numbers of those involved
- Do not accept responsibility for or comment upon the accident/incident
- If the injured party feels the university is at fault, refer them to the Risk Management 208-885-7177
- If an injury is serious, notify as soon as possible:
  - Risk Management 208-885-7177
  - Environmental Health & Safety 208-885-6524
- Ensure an Accident-Incident Report form is completed as soon as possible  
<https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/accident-and-incident-reporting>
- Refer requests for copies of reports or related information by non-university personnel to the Office of University Counsel 208-885-6125

For additional information or assistance regarding accident reporting requirements and procedures, please contact the Risk Management Office (208) 885-7177 or Environmental Health & Safety (208) 885-6524.