

What to do when an accident occurs (summary of APM 35.71)

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 requires professional medical attention and/or time loss beyond the date of injury:

- File a [workers' compensation claim](#) with Environmental Health and Safety.
- If a work-related accident *does* occur 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 and does not occur while driving a UI vehicle):

- Notify supervisor/program coordinator as soon as possible.
- Ensure an [Accident-Incident Report form](#) is completed as soon as possible.

Students

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

- Notify appropriate instructor/program coordinator or the Risk Management Office (208) 885-7177.
- Ensure an [Accident-Incident Report form](#) is completed as soon as possible.

If the injury is serious, the student's instructor/program coordinator should:

- Notify the Risk Management Office (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 (should be found in all UI vehicles) if they feel you're at fault.
- Notify supervisor/instructor/program coordinator of accident as soon as possible.
- Report the accident to the Risk Management Office, (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 Office within 48 hours of accident, Campus Zip: 3168, Fax: (208) 885-9490.
- 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 Office (208) 885-7177.
- If an injury is serious, notify as soon as possible:
 - Risk Management Office (208) 885-7177
 - Environmental Health & Safety (208) 885-6524
- Ensure an Accident-Incident Report form is completed as soon as possible.
- 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 on accident reporting procedures, contact the Risk Management Office (208) 885-7177 or visit <http://www.uidaho.edu/risk/>.