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
- 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
- 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

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
• 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.