Flowchart for Employee (TA or Instructor) Incident

In an emergency, call 911. The TA immediately notifies instructor and B&W Lab Supervisor (474-6298) of accident. Instructor or Lab Supervisor (or other responsible person) calls 911 or 474-7721 if emergency services care/transport needed, or otherwise ensures injured employee is transported to appropriate health care facility. Instructor / Lab Supervisor / other responsible person immediately notifies EHSRM (474-2763) of accident and current status of employee. Notification must be made regardless of time or day (includes after normal hours, weekends, and holidays). Report must immediately be filed online – see instructions on EHSRM website.

If injury requires in-patient hospitalization, or if the injury was fatal, the instructor/lab supervisor/other responsible person in supervisory role, will immediately, upon their knowledge, report it to EHSRM. The report to EHSRM must be made immediately, but in no event later than eight hours, after receipt by the employer of information that the accident has occurred. Notification should be via phone call and via submission of online incident report. EHSRM, once notified, will immediately report the accident and in-patient hospitalization to AKOSH DOL per Alaska Statute 18.60.058(a).

The instructor/lab supervisor/other responsible person notifies EHSRM when injured employee is treated and released back to work or home. The Supervisor/other responsible person of employee will complete Report of Occupational Injury or Illness within 10 days of date of incident.

If injury requires in-patient hospitalization, or if the injury was fatal, the instructor/lab supervisor/other responsible person in supervisory role, will immediately, upon their knowledge, report it to EHSRM. The report to EHSRM must be made immediately, but in no event later than eight hours, after receipt by the employer of information that the accident has occurred. Notification should be via phone call and via submission of online incident report. EHSRM, once notified, will immediately report the accident and in-patient hospitalization to AKOSH DOL per Alaska Statute 18.60.058(a).

Instructor/lab supervisor/other responsible person maintains contact with the patient and will notify EHSRM 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 of any changes in patient progress/status.

Instructor/lab supervisor/other responsible person will complete Report of Occupational Injury or Illness with 10 days of date of incident.