

RCUH EMPLOYEES ACCIDENTS AND INJURIES

(Reviewed 9/16/2008)

A. Purpose

- To insure timely and accurate reporting of all work-related injuries/illnesses and compliance with Chapter 386, Hawai'i Revised Statutes, Title 12, Chapters 10,13,14, & 43, Administrative Rules (Workers Compensation Laws).
- To provide guidance to Principal Investigators and Project Administrators with procedures in handling personnel actions relating to a work injury/illness.
- To provide supervisors and employees with reporting requirements

B. Eligibility Requirement

Any employees hired by RCUH, including University of Hawai'i registered volunteers, are covered for workers' compensation benefits if he/she suffers an injury/illness that resulted from his/hers working conditions.

C. Procedures

- All work-related accidents, regardless of the nature of injury/illness, must be reported to the injured employee's supervisor within 24 hours of its occurrence. Failure to report accident within 24 hours of its occurrence may result in disciplinary action.
- The RCUH Supervisor's Report of Industrial Injury and Accident Investigation Form (Form D-25 rev 0204) must be completed by the supervisor and reviewed/signed by the employee. In addition, the Employee/Claimant will need to sign the Employee/Claimant Consent Form (D-26). Both of these forms must be submitted to the local RCUH administrative personnel within 24 hours of the injury/illness.
- A copy of the medical certification must be attached to the Supervisor's Report of Industrial Injury. Any medical certification slip(s) received after the completion and submission of the Supervisor's Report of Industrial Injury, must be submitted to the local RCUH administrative personnel.
- All medical reports and billing invoices must be submitted to local RCUH administrative personnel.
- Once liability and compensability have been accepted by RCUH, the following will apply:
 - The first three (3) calendar days from the date of disability, shall be charged to sick leave. If sick leave has been exhausted or not applicable, then employee must charge disability to vacation leave. If vacation leave has been exhausted or not applicable, the employee must charge disability to leave of absence without pay.

- The fourth (4th) calendar day of disability and every day disabled thereafter, the injured employee will receive a “weekly benefit at the rate of sixty-six and two-thirds (66-2/3) percent of the employee’s average weekly wages, subject to limitations of weekly benefit rates.
- If liability and compensability have been denied-pending investigation by the RCUH, all leaves resulting from a disability from work shall be charged to sick leave. If sick leave has been exhausted or not applicable, the employee must charge disability to vacation leave. If vacation leave has been exhausted or not applicable, the employee must charge disability to leave of absence without pay.

D. Vehicle Accidents

Vehicular accidents require the completion of a number of forms in addition to form D-25 and D-26. A packet of accident reporting forms is kept in the driver's book in each GSA vehicle and in the glove compartment of each Interior vehicle. Several of these forms are designed to be completed at the accident site, if the driver is medically capable of doing so. **At minimum, the driver should attempt to secure the names, addresses, license numbers, and phone numbers of other drivers involved and any witnesses to the accident.**

E. Training

All employees whose normal working location is further than 1 hour from professional medical care are required to be trained in First Aid Adult CPR. Each new employee and intern must read and/or attend and initial all assigned items on their training log within one month of being hired.

F. Responsibilities:

1. Supervisor:

- a. Investigates all work-related accidents involving personal injury or property damage to include near incidents if these incidents would have likely resulted in injury or property damage.
- b. Works with employee and KFS Safety officer to file accident report on SMIS.
- c. Prepares a Job Hazard Analysis within 5 workdays, whenever an employee receives an injury that results in 5 or more workdays or non-motor vehicle property damage over \$10,000, and forwards the JHA to the appropriate regional and divisional safety managers.
- d. Validates all employee claims of job-related accidents.

~~2. KFS Safety Officer~~

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- a. Works with employee and supervisor to investigate the accident and ensure that the SMIS accident report is filed within 5 working days.
- b. Immediately notifies Bureau Safety Manager of any serious accident, relating location and time of accident, number of dead or hospitalized employees, contact person, phone number, and brief description of the accident

G. Medical Records

1. All exposure and medical records that are held by HCSU will be held in full compliance as specified in OSHA regulations 1910.1020 appendix A & B. This specifies that employee exposure and medical records will be held in a secure and confidential location and that employees will have access to their records whenever requested.
2. The exposure and medical records will be located in the office of the Administrative Technician who will be responsible for maintaining and providing access to these records.
3. A notice will be sent out annually reminding employees of access to their exposure and medical records.