

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

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REPORTING ACCIDENTS/INCIDENTS/NEAR MISSES  
11.3  
REV 03/05  
Administrative Services  
425.352.5261

### OVERVIEW

The University of Washington, Bothell, places a high value on the safety of our employees, students, and visitors. We are committed to providing a safe and healthful work and educational environment for all. Reporting campus accidents, incidents, and near misses plays a key role in helping the University meet this commitment.

### POLICY

The Washington State Department of Labor and Industries require employers to record all work-related injuries and illnesses. All employees are required to comply with all safety rules and are encouraged to actively participate in identifying ways to make our campuses a safer place to work.

### PROCEDURE(S)

#### **Injuries, Illnesses, and Near Misses**

Accurate and timely reporting is critical to providing a safe and healthful work and educational environment. In order to better accomplish this, anyone involved in or an observer of an accident, incident, or near miss is asked to file a report.

- UW Bothell employees will complete the UWB Accident/Incident/Quality Improvement Report ([UoW 1018](#)) which is provided on the [Health & Safety](#) Web page.
- UW Bothell students and visitors will complete the Environmental Health and Safety UW Non-Employee Injury Form ([OHS FORM 109](#)). *link*
- These report forms are available on the internet (see links to Forms below) or through Security & Campus Safety, LB2 005, 425.352.5359.
- Route the completed form to UW Bothell Administrative Services, Box 358520 or UW1 260, for review and submission to UW Environmental

Health & Safety.

### **Fatalities**

Campus accidents resulting in death, probable death, or hospitalization of 2 or more persons must be reported within 8 hours. Environmental Health and Safety Department (EH&S) must be notified immediately at 206.543.7262. After office hours, contact EH&S by calling the UW Police Dispatcher at 206.543.9331 and ask that the EH&S Duty Officer be paged.

By law, EH&S must report such employee information to the Department of Labor and Industries within eight hours.

### **Motor Vehicle Accidents**

All University owned vehicles involved in collisions/accidents must be reported to the University Police within 24 hours. If an injury is involved, call the University Police immediately at (206) 543-9331. Collect calls will be accepted.

In addition, when a collision/accident involves personal injury, death, or damage to the property of any one owner to the apparent extent of \$700 or more, it must be reported to the city police, county sheriff, or Washington State Patrol within 24 hours.

### **Bloodborne Exposures**

If an employee has exposure to blood or other potentially infectious material, follow the department's specific procedure, notify appropriate designated staff, send the employee to get medical help as soon as possible and complete an UWB Accident/Incident/Quality Improvement Report (UoW 1018).

UW employees can go to the UW Campus Health Clinics.

- Harborview Medical Center Employee Health Clinic - HMC 7E Clinic Room 2 Tel. 206-731-6581
- University of Washington Medical Center - UWMC Room NN256A Tel. 206.598.4848
- For Non-Clinical Exposures UW Campus - Hall Health Employee Health Clinic - Room 8 Tel. 206.685.1026 or 206.685.1081

### **Workers' Compensation Claim**

University of Washington faculty, staff, and volunteers are insured for injuries or illnesses that occur at work (see [Administrative Policy Statement 14.1](#)).

Employees who are injured at work or who believe that their illness is related to their job, should file a Washington State Fund Report of Industrial Injury or

Illness (e.g. Labor & Industries claim form) through their treating physician.

A claim must be filed in timely manner: one year for injuries and two years after receiving written notice from a doctor that an illness is work-related. You should complete the worker's section of the Department of Labor & Industries claim form at your doctor's office. Once your claim is allowed, you may be eligible for medical coverage and time loss payments.

The Office of Risk Management is the only University department authorized to complete and sign the employer section of the L&I claim form. Have your doctor forward the employer copy to: University of Washington, Office of Risk Management at Box 351276, Seattle, Washington 98195-1276.

L&I should contact you within 14 days of receipt of your claim. If you receive correspondence from L&I that is incorrect or that you don't understand, contact the Office of Risk Management at 206.543.0183 or visit their web page at <http://www.washington.edu/admin/risk>.

## **FORMS**

UW Bothell Accident/Incident Quality Improvement Report (UoW 1018)

Environmental Health and Safety  
[UW Non-Employee Injury form](#)  
OHS Form 109

## **ADDITIONAL INFORMATION**

University of Washington  
Environmental Health & Safety Office  
206.543.7388  
<http://www.ehs.washington.edu/Services/Accinc.htm>

University of Washington  
Office of Risk Management  
Workers' Compensation  
206.616.7510  
[http://www.washington.edu/admin/risk/services/workers\\_comp.html](http://www.washington.edu/admin/risk/services/workers_comp.html)

University of Washington  
Office of Risk Management  
Claims Services  
206.543.3657  
[http://www.washington.edu/admin/risk/services/liability\\_claims.html](http://www.washington.edu/admin/risk/services/liability_claims.html)