



**STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES
DEVELOPMENT
POLICIES AND PROCEDURES**

POLICY NO./DIVISION
ABBREVIATION
900.001
ECD/WC

NO. of PAGES

3

EFF. DATE

12/18/03

REV.NO./Date

TITLE:

SUPERVISOR'S ACCIDENT REPORT FORM

APPROVED:

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I. POLICY

The State shall investigate workplace injuries and illnesses to identify the causes and minimize recurrence by utilizing the supervisor's accident report form.

II. RATIONALE

The supervisor's accident report ("SAR") form will assist departments in consistently investigating, reporting, and initiating procedures ultimately for the purpose of eliminating reducing injuries or illnesses in the workplace. Information gathered from the SAR provides a means to uniformly assess accidents and injuries by identifying types of injuries, accident pools, trends, and geographic dispersion from a statewide perspective. The SAR may also be used to record incidents where no injury/illness occurred but where accident prevention activities should be taken.

III. DEFINITIONS

"Injury" means an abnormal condition or disorder and includes, but is not limited to, a cut, fracture, sprain, or amputation.

"Illness" means an abnormal condition or disorder and includes, but is not limited to a skin disease, respiratory disorder, or poisoning.

IV. SCOPE

This policy applies to all employees in the executive branch.

V. RESPONSIBILITIES

A. DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT ("HRD")

HRD shall be responsible to:

1. Provide overall guidance and assistance to the departments in the prevention efforts to mitigate recurrence;
2. Identify the cause of injuries and the means to mitigate recurrence; and

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3. Establish a base for comparing accidents and injuries within State departments and other state with similar exposures.

B. DEPARTMENT HEADS

Department heads or their designees shall be responsible to:

1. Conduct periodic inspections to identify workplace hazards;
2. Timely investigate the circumstances of each employee's injury and identify the cause of accidents and injuries;
3. Implement appropriate action to mitigate the potential for recurrence;
4. Complete the SAR in accordance with the instructions provided in Attachment A;
5. Ensure timely forwarding of the SAR to HRD for processing of workers' compensation claims; and
6. Provide employee training for the recognition of safe work practices.

VI. GENERAL PROVISIONS

- A. Departments may make modifications to the SAR as necessary to meet their specific needs.
- B. A completed SAR shall be attached to all accident injury leave and temporary hazard pay requests, and workers' compensation claims that are processed through the HRD/Employee Claims Division (HRD/ECD).
- C. The SAR shall not be used to document injuries that are not required to be reported pursuant to OSHA and department of labor and industrial relations, disability compensation division mandates, e.g., first aid or no-cost minor injuries. However, should the minor injury manifest itself to a reportable situation, the information contained in the SAR may be used to complete the employer's report of work injury.

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VII. PROCEDURES

- A. All claims for injuries/illnesses shall be immediately reported to the supervisor and recorded on the SAR.
- B. See Attachment A for instruction on completing the SAR.
- C. The SAR shall be completed as thoroughly and accurately as possible. The supervisor should discuss the accident with the injured employee to accurately report the facts. The supervisor is responsible for completing the accident description portion of the SAR.
- D. Copies of the SAR shall be given to the employee and included in the department's injury/illness claim files.
- E. The SAR shall also be used when an employee makes reports for "record only" and when a WC-1 is not submitted. WC-1's should be submitted only for injuries causing absence from work for one day or more or requiring medical treatment beyond first aid.

VIII. AUTHORITIES AND REFERENCES

A. AUTHORITIES

Chapter 386, Hawai'i Revised Statutes, *Workers' Compensation Law*

B. REFERENCES

Memo to All Department Heads, from James Takushi, Director, dated November 24, 1998, re: Supervisor's Accident Report Form

IX. ATTACHMENTS

Attachment A: Instructions for Completing the Supervisor's Accident Report form

Attachment B: Supervisor's Accident Report form