

## Safety Note #163

# REPORTING A NON-EMPLOYEE INJURY OR PROPERTY DAMAGE/LOSS INCIDENT



Incidents involving injury to a non-employee or property damage/loss must be promptly reported to ANR Risk Services. Non-employees include volunteers, 4-H members, visitors, and participants in ANR-sponsored programs. Property damage/loss may be due to theft, motor vehicle accidents or other mishaps. Prompt reporting ensures that proper medical treatment is administered, reduces liability risk, and can help ensure timely corrective action. This Safety Note provides guidance on how to complete and submit a UC ANR Incident Report form in the event of a non-employee injury or property damage/loss.

Employee injuries are to be reported on Workers' Compensation forms that may be accessed online at:

<http://safetyservices.ucdavis.edu/ps/rmwc/wcr/employerReport>

When an incident occurs during the course and scope of UC duties **it is your responsibility to:**

- Ensure the personal safety of an individual – obtaining prompt first aid or professional medical care as needed.
- Promptly report the incident to your supervisor as soon as practical. If they are not available, call the Risk Services Office at (530) 750-1263.
- Complete an ANR Incident Report Form (<http://ucanr.edu/incidentreport>) as soon as possible, but no later than 48 hours after the incident.

**Guidelines for Completing an ANR Incident Report Form** in the event of a non-employee injury or property damage/loss:

- The ANR Risk Services Incident Report form is intended to record the initial facts of an incident.
- Fill out the form as completely as possible. It is understood that some information may not be applicable or available in some cases.
- Please submit basic information within 48 hours, you can amend the report later to include additional information as it becomes available.
- Please do not include opinion or speculation in the report – facts only.
- Attach additional sheets as need to describe the incident in full detail.
- You are not expected to conduct an investigation of the incident. If an investigation is warranted, it will be conducted by another agency (i.e. law enforcement, fire department, insurance company, etc.) or initiated by UC ANR Risk Services.
- Minor injuries of employees (those that do not require medical attention beyond first aid) are to be reported on Workers' Compensation forms.
- For additional information, using the referenced link, please refer to [UC ANR Administrative Handbook, Section 210, Insurance](#) or call the Risk Services Office at (530) 750-1263.

*Volunteers and other non-employees* must submit the completed form to the local office of their volunteer program, such as UC Cooperative Extension (UCCE) County Office, Research & Extension Center (REC), etc.

4-H members, 4-H adult volunteers, or Master Gardener volunteers may *be* eligible for "Accident and Sickness" coverage through an Accident Insurance Program policy. Please see your local County UCCE office or refer to [UC ANR Administrative Handbook, Section 210, Insurance](#) to obtain further information.

The ANR Incident Report Form will be kept confidential and only used by UC officials or agents acting on behalf of the University. Incident Report Forms can be obtained from any UCCE office or at: <http://ucanr.edu/risk>.

**To report work-related injuries or illnesses** - see [Safety Note # 123](#).

**To report *SERIOUS* work-related injuries or illnesses** (such as fatality, amputation, or injury/illness that requires hospitalization) – see [Safety Note # 76](#).