Employee

Notes: Department of Treasury's (Treasury) Office of Human Resources (HR) Representative maintains a file on all Treasury employees, receiving copies of reports from the supervisors.

All accidents and personal injuries that occur while an employee is on official State business must be reported immediately by the supervisor of the work area on *Treasury Accident Report* (Form 1899).

Personal Injury Accidents

Employee or Designated Representative

WHEN: Immediately

1. If injured in an accident while on duty, notifies immediate supervisor of injury.

Employee

2. Completes 1899, distributes original and copies of 1899 as follows:

   A. Faxes report to Treasury's Office of HR and sends original through USPS or ID mail.

   B. To supervisor

   C. Retains copy for own records.

3. Obtains copies of any doctor/hospital bills incurred due to accident and forwards to the Third Party Administrator for Workers' Compensation, along with the Workers' Compensation claim number.

Motor Vehicle Accidents

Note: All employees are required to wear seat belts at all times when on official State business.

Employee (Driver)

4. If involved in a vehicle accident (in State-owned or personal vehicle) while on duty, obtains copy of police report.

WHEN: As Soon as Possible

5. Obtains form DMB-VTS 72 VEHICLE DAMAGE REPORT from own bureau/office/division or from Finance and Accounting Division and completes it.

Employee (Driver) (cont.)

6. Submits DMB-VTS 72 and a copy of police report to Treasury's Finance and Accounting Division.

Employee (Driver and/or Passenger)

7. Repeats Steps 1 through 3 above.

Safety and Health Analyst

WHEN: Within Eight Hours of Accident/Illness

8. For all worker fatalities or the hospitalization of three or more employees from the same incident, reports accident/illness to Michigan Occupational Safety and Health Administration (MIOSHA), Department of Licensing and Regulatory Affairs (LARA).

   Note: A special report line is available 24 hours a day at 1-800-858-0397.

All Accidents

HR Representative

9. For all work-related accidents or illnesses for which an 1899 is received, files form CS197 SOM REPORT OF CLAIM.

10. Sends CS197 to the Third Party Administrator for Workers' Compensation.

    Note: Form BWC-100 EMPLOYEE BASIC REPORT OF INJURY is sent to Workers' Compensation, LARA, by the Third Party Administrator for Workers' Compensation, who forwards a copy to Treasury's HR Representative.

11. Forwards copy of accident report to Treasury's Safety and Health Analyst.

Safety and Health Analyst

12. Receives copy of 1899 and if recordable, enters information on MIOSHA Form 300 LOG OF WORK-RELATED INJURIES AND ILLNESSES.

End