

3.930 RCUH Safety and Accident-Prevention Program

I. Policy

It is the RCUH's policy to provide a safe work environment for its employees, which includes the use of required safety equipment as well as implementing and enforcing safe work practices. This is to ensure compliance with [Chapter 386, Hawai'i Revised Statutes, Title 12, Chapters 50 through 250, Administrative Rules \(Occupational Safety and Health Law\)](#).

As such, all RCUH projects must have a safety program that complies with applicable State and federal regulations regarding the jobs performed by RCUH employees. In addition, the RCUH may conduct periodic safety inspections of RCUH projects or locations employing RCUH employees.

II. Responsibilities

A. RCUH Employee

1. Take responsibility for own personal safety by following all project safety rules and regulations and using proper personal protective equipment when required.
2. Report any work-related illness/injuries to the Principal Investigator/designee **immediately** after their occurrence.

B. Principal Investigator

1. Take responsibility for the overall safety and health of all project personnel.
2. Maintain an accident-prevention program which includes training employees on safe working procedures, holding periodic safety meetings with employees, documenting meetings and related safety issues, and conducting periodic self-inspections.
3. Participate in safety inspections and take necessary corrective actions as recommended by the RCUH or its authorized representatives.
4. Take prompt and appropriate action to ensure the safety and health of employees.
5. Report all work-related fatalities, injuries/illnesses, or property damage in excess of \$25,000 by completing the Supervisor's Report of Industrial Injury Form. RCUH Human Resources Office is required to report within eight (8) hours after the death of any employee, and within twenty-four (24) hours of hospitalization, amputation, loss of an eye, or property damage. Form must be submitted to RCUH Human Resources within four (4) and twelve (12) hours respectively, to allow RCUH Human Resources to submit the report to the appropriate state department.
6. If applicable, administer disciplinary actions.

III. Applications

This policy applies to all Principal Investigators and/or designees who employ individuals through the RCUH. This policy also applies to all RCUH employees regardless of status, FTE, or employment category.

IV. Details of Policy

A. Each Project Employing RCUH Employees Must Have a Safety Program

1. The safety program must comply with applicable State and federal regulations regarding the jobs performed by RCUH employees.
2. The RCUH accepts an agency's safety program (i.e., programs established by employing entity of RCUH employees) that satisfies these requirements.
3. RCUH projects without a safety program are directed to utilize the Model RCUH Safety Program.

B. RCUH Projects Will Be Subject to Safety Inspections – The RCUH may conduct periodic safety inspections of RCUH projects or locations employing RCUH employees. Project Principal Investigators or Project Managers will be asked to participate in these inspections and take necessary corrective actions as recommended by the RCUH or its authorized representatives.

C. Prohibitions Relating to Safety in the Workplace

1. Violence in the Workplace Is Prohibited. Please see 3.404A for Policy Addendum on Workplace Violence Prevention.
2. Controlled Substances in the Workplace Are Prohibited. Please see 3.404B for Policy Addendum on Controlled Substance Abuse.

D. Industrial Accident Reporting and Disability Benefits

1. All Work-Related Injuries/Illnesses Must Be Reported: To ensure compliance with Chapter 386, Hawai'i Revised Statutes, Title 12, Chapters 10, 13, 14, and 43, Administrative Rules (Workers Compensation Law), all work-related injuries/illnesses must be reported.
 - a. An employee who suffers a work-related injury/illness must report it in a timely and accurate manner to the Principal Investigator/Designee.
 - b. The Principal Investigator/Designee must report the illness/injury to the RCUH Human Resources Office within twenty-four (24) hours of its occurrence.
2. Individuals Eligible for Workers' Compensation Benefits: Any employee hired by RCUH, including registered volunteers, is covered for workers' compensation benefits if he/she suffers an injury/illness that resulted from his/her working conditions.
3. Workers' Compensation Fringe Cost to Projects: The cost for workers' compensation insurance is charged in full to the project from which the employee's salary is paid. See Policy 3.510 RCUH Fringe Benefits Schedule for the cost of workers' compensation.

V. Procedures

A. Procedures for Reporting a Work-Related Accident/Illness

1. Employees Must Report Work-Related Accidents/Illnesses: All work-related accidents, regardless of the nature of the injury/illness, must be reported immediately to the injured employee's Principal Investigator/designee **immediately** after their occurrence. Failure to report the accident may result in disciplinary action.
2. Principal Investigator/Designee Must Complete a Supervisor's Report Within Twenty-Four (24) Hours: The Principal Investigator or authorized designee must complete the Supervisor's Report of Industrial Injury Form and submit to the RCUH Human Resources Office within twenty-four (24) hours of its occurrence.
3. Other Documents Must Be Submitted to RCUH Human Resources
 - a. The injured employee must sign the Supervisor's Report of Industrial Injury.
 - b. A copy of the medical certification must be attached to the Supervisor's Report of Industrial Injury (if any). Any medical certification slip(s) received after the completion and submission of the Supervisor's Report of Industrial Injury must be sent to the RCUH Human Resources Office.

B. RCUH Handles Workers' Compensation Claims Administration – RCUH works with Zurich Insurance Company and Sedgwick Claims Management Services to manage and administer all workers' compensation claims.

1. Once liability and compensability have been accepted by RCUH, the following will apply:
 - a. Sick Leave May Be Used During the Three (3)-Day Waiting Period Before Workers' Compensation Benefits Take Effect: The first three (3) calendar days from the date of disability shall be charged to sick leave. If sick leave has been exhausted or is not applicable, the employee must charge disability to vacation leave. If vacation leave has been exhausted or is not applicable, the employee must charge disability to leave of absence without pay.
 - b. Workers' Compensation Benefit Amount: 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 (66⅔%) percent of the employee's average weekly wages, subject to the limitations on weekly benefit rates" (according to Chapter 386-31 Hawai'i Revised Statutes).
 - c. Medical Reports Must Be Submitted to RCUH: All medical reports must be directly mailed to the RCUH Human Resources Office for review and processing.

2. Employees Must Use Sick Leave if Workers' Compensation Claim Is Denied: 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 is not applicable, the employee must charge disability to vacation leave. If vacation leave has been exhausted or is not applicable, the employee must charge disability to leave of absence without pay.

C. RCUH Must Comply With Statutory Reporting Requirements

1. The Injury/Illness Must Be Reported to the State Department of Labor: The RCUH must report to the State of Hawai'i, Department of Labor, Disability Compensation Division all work-related accidents which cause absence for one (1) or more days or which require medical services other than first aid treatment, within seven (7) working days after the accident occurs. (Chapter 386-95, Hawai'i Revised Statutes states, "failure to report promptly is a misdemeanor punishable by not more than \$5,000 fine or imprisonment for 90 days.").

VI. Contact

RCUH Benefits: (808) 956-6979
rcuh_benefits@rcuh.com

VII. Relevant Documents

[Model RCUH Safety Program](#)
[Supervisor's Report of Industrial Injury Form](#)
[Guidelines to Employees Memo](#)
[Chapter 386, Hawai'i Revised Statutes](#)
[Policy 3.510 RCUH Fringe Benefits Schedule](#)
[Policy 3.930A Addendum On Workplace Violence Prevention](#)
[Policy 3.930B Addendum On Controlled Substance Abuse](#)

Date Revised: 05/19/2006, 10/19/2009, 05/28/2014, 02/05/2015, 08/01/2016, 10/11/2016, 04/12/2017, 08/08/2017, 09/05/2017, 10/28/2017, 03/6/2018