

<b>STATE OF ALASKA DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS STANDARD OPERATING PROCEDURES</b>	<b>NO</b>	<b>PAGE</b> 1 of 2
	<b>ISSUED</b> August 8, 2005	<b>EFFECTIVE</b> Upon Issuance
<b>SUBJECT SAFETY AND RISK MANAGEMENT</b>	<b>APPROVED BY:</b> //signed//	
<b>CHAPTER 15</b>	Craig E. Campbell Commissioner	

**PURPOSE:**

To provide Department of Military and Veterans Affairs (DMVA) supervisors, and managers with guidelines for reporting on-the-job injuries or illness; affects on leave, and other considerations.

**DISTRIBUTION:**

All DMVA Divisions.

**AUTHORITY:**

Alaska Statute 23.30, Workers' Compensation Act  
Alaska Statute 39.25.158, Reemployment Rights  
Alaska Administrative Manual 250.120  
Personnel Regulation 2 AAC 07.097

**POLICY:**

It is DMVA's policy that all of its employees will be provided a safe work environment. However, when an accident/injury occurs or contract a disease is contracted in the course of their employment, DMVA employees (including National Guard and Alaska State Defense Force members on State Active Duty)) are entitled to workers' compensation benefits in accordance with State and federal law. Benefits generally include the cost of medical care and lost wages. If the injury was purposely self-inflicted, caused by the employee's intoxication, or caused by the employee being under the influence of drugs (unless the drugs were taken as prescribed by the employee's doctor), the claim is not payable. Carelessness or negligence by the employee, or a fellow employee, may not invalidate claim.

**PROCEDURE:**

The State's adjuster determines if a claim is payable. Specific instructions for reporting injuries contained in the Department of Administration Division of Risk Management Claim Reporting Procedures Manual. A copy of the manual can downloaded from Division of Risk Management's Intranet site: <http://intra1.admin.state.ak.us/drm/intranet>. All of the required forms can also be accessed a this site. This manual includes instructions for reporting accidents and injuries that involve the following:

- Workers Compensation Claims
- General Liability Claims
- Damage to State Owned Vehicles

- Damage to Leased Vehicles
- Short-Term Rental Vehicles
- Incidental Use of Personal Vehicles On State Business
- Property
- Marine Hull Damage
- Marine Employees
- Aviation

**RESPONSIBILITIES:**

1. All DMVA managers and supervisors for ensuring a safe working environment and safe practices and procedures are established and followed. This includes but is not limited to meeting all State and Occupational Safety and Health (OSHA) standards.
2. Supervisors will ensure a copy of the Supervisors Accident Investigation Report is forwarded to the Division of Administrative Services.

**ATTACHMENTS:**

None