

WORK-RELATED DEATH/CATASTROPHIC EVENT NOTIFICATIONS

In the event a work-related Death/Catastrophic Event involving a University of Hawai'i employee, official University of Hawai'i volunteer, or University of Hawai'i student participating in a UH-approved work-based learning program sponsored by the University of Hawai'i occurs:

WC Coordinators are responsible to immediately contact ORM by email (suzette@hawaii.edu and orm@hawaii.edu) and TRISTAR (call 808-470-0860 ext. 5115 and email: Stacey.Kimura@tristargroup.net) and submit the UH Form 79 – Parts I and III by FileDrop to ORM (suzette@hawaii.edu and orm@hawaii.edu) and TRISTAR's reports desk (tpa.support.fi@tristargroup.net) – upon notification that one of the following work-related events has occurred:

- **Death due to industrial injury**
- **Catastrophic Event:**
 - Injury of one (1) or more employees requiring in-patient hospitalization
 - Amputation of a major extremity (arm/leg)
 - Loss of an eye
 - Property damage worth \$25,000 or more

AND

Supervisors/WC Coordinators are responsible to call DLIR-HIOSH Division at 1-808-586-9102 upon notification that one of the following work-related events has occurred:

- **Within 8 hours of a Death due to industrial injury**
- **Within 24 hours after a Catastrophic Event:**
 - Injury of one (1) or more employees requiring in-patient hospitalization
 - Amputation
 - Loss of an eye
 - Property damage worth \$25,000 or more

AND

Supervisors/WC Coordinators are responsible to call DLIR - Disability Compensation Division (DCD) at 1-808-586-9161 upon notification that the following work-related event has occurred:

- **Within 48 hours of a Death due to industrial injury**

If no one answers your call to HIOSH and/or DCD, leave a voicemail message with your name, phone number, and a brief summary of what happened without

the employee's name – only disclose the employee's name if you speak to a HIOSH/DCD representative.