

STATE OF HAWAII
IMPORTANT INFORMATION FOR
COMPLETING THE INCIDENT/ACCIDENT REPORT

The Incident/Accident Report (RML-001) is an internal form to be completed by State employees only. This form is not to be provided to the claimant or the general public.

The reporting of incidents and accidents is considered a very important function. Some examples of an incident are: an employee finds his personal property missing from a desk, a person falls down on State property, or any employee receives a threatening phone call or client in the office.

Use RML-001 to report all incidents or accidents that occur at a State location or resulting from a State activity/function. The incident can involve property damage, bodily injury or relay a concern that needs to be documented. In order for the State to conduct a meaningful investigation, this form should be immediately completed in order to capture the most accurate information. Once the form is completed, submit it to the Risk Management Office.

Refer to the RULES FOR HANDLING NEW REPORTS, as outlined on page 1 of RML-001 when dealing with the general public. Never admit liability for any incident and never make a commitment to pay for any medical or other expense, even ambulance services. The State does not have any provision to pay these expenses simply because an injury or damage occurs on State property. The State Tort Liability Act makes the State responsible for payment only when it or its employees were negligent and when that negligence caused the injury or damage.

Always secure the names, addresses and phone numbers of any witnesses. This information may be invaluable if a lawsuit results from an incident/accident.

When in doubt, contact the Risk Management Office at 808-586-0547 for instructions and/or advice.