

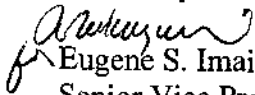


UNIVERSITY OF HAWAII

SENIOR VICE PRESIDENT FOR ADMINISTRATION

December 11, 2000

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 00-11

TO: University Administrators and Chancellors
FROM:  Eugene S. Imai
Senior Vice President for Administration

SUBJECT: Administrative Procedure A9.751, Recording Occupational Injuries and Illnesses

Attached is a new Administrative Procedure A9.751 which clarifies responsibility for recording occupational injuries and illnesses. The subject APM will also be available on the World Wide Web.

This administrative procedure will assign responsibility for the keeping of this information at the department level; allow Deans, Directors and Department Chairs the ability to review and evaluate their injury and illness data; and ensure compliance with State of Hawaii, Occupational Safety and Health requirements for recording of occupational injuries and illnesses.

Should you have any questions regarding this APM, please call the Environmental Health and Safety Office at 956-5180.

Attachment