### **ENVIRONMENTAL HEALTH & SAFETY**

## SAFETY BRIEF 1984



# **Employee Accident Reporting**

An Employee Accident Report must be completed for every work-related accident or illness.

#### **EMPLOYEE RESPONSIBILITIES**

- 1. Immediately notify supervisor of workrelated accident or illness
- 2. Fully complete all *Employee Information* and *Accident Information* sections, sign, and date the report
- 3. Give form to supervisor for signature
- 4. Seek medical treatment if necessary

#### **SUPERVISOR RESPONSIBILITIES**

- Complete *Supervisor* section. Sign and date the report. If employee needs or desires medical attention, arrange for appropriate medical care.
- Complete the Accident Analysis addendum included with the report to capture related causes or factors. This information is needed to help address any issues which may have contributed to the injury.

### Where to Get Medical Treatment



#### **OSU University Health Services**

McCampbell Hall, 2nd Floor 1581 Dodd Drive 614-293-8146 M-F, 7:30 a.m. - 4 p.m.



#### Martha Morehouse Medical Plaza

Suite OPAC 2250, Pavilion 2050 Kenny Road 614-685-3357 M-F, 4 p.m. - 9:30 p.m. Sat/Sun, 10 a.m. - 5:30 p.m.



For serious injuries that need emergency medical attention, seek emergency treatment at:

OSU Wexner
Medical Center
Emergency Department

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University Hospital East Emergency Department

