Employee Accident Reporting

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

<table>
<thead>
<tr>
<th>EMPLOYEE RESPONSIBILITIES</th>
<th>SUPERVISOR RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Immediately notify supervisor of work-related accident or illness</td>
<td>1. Complete Supervisor section. Sign and date the report. If employee needs or desires medical attention, arrange for appropriate medical care.</td>
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<tr>
<td>2. Fully complete all Employee Information and Accident Information sections, sign, and date the report</td>
<td>2. 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.</td>
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<td>3. Give form to supervisor for signature</td>
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<tr>
<td>4. Seek medical treatment if necessary</td>
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</tbody>
</table>

Where to Get Medical Treatment

OSU University Health Services
McCabe 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
or
University Hospital East Emergency Department

The Ohio State University