

Accident Reporting

The University Employee Accident Report must be completed for every work-related accident (form available on Environmental Health and Safety OSU Web page: <http://www.ehs.ohio-state.edu/docs/ohse/accrep.pdf>)

Employee Responsibilities:

1. Immediately notify supervisor/designated charge person of work-related accident, if appropriate.
2. Seek medical treatment if necessary.
3. Fully complete Employee section, sign and date the Accident Report.
4. Give report to supervisor/charge person for signature.

Supervisor OR Department Safety Coordinator Responsibilities:

1. Complete supervisor/charge person section of Employee Accident Report and College Incident Report. If employee needs/desires medical treatment, arrange for appropriate medical care.
2. Contact college safety specialist
3. If employee does not need/desire medical treatment make a copy of the employee accident report for your records and send the original to Employee Health with a note on the form that no medical treatment was needed at this time.
4. If medical treatment is needed at a later date, refer the employee to Employee Health.
5. Be available for follow-up and future prevention
6. Distribute Accident Report and College Incident Report to:
 - a. OSU Employee Health (fax: 614-293-8010), 2A University Hospitals Clinic, 456W. Tenth Ave.
 - b. Copy to College Safety Officer
 - c. Copy to Department HRP
 - d. Copy to College HRP

Department HRP Responsibilities:

1. Collect leave form and proper medical documents if leave is necessary.
2. Notify Integrated Disability and College contact with dates and appropriate information.
3. Send a copy of the employee's position description and accident report to Integrated Disability and College contact.
4. File in Employee's Confidential Personnel File.