

Reporting an Injury that Occurs at Work

All employees who sustain an incident, injury, or occupational disease while at work must follow these procedures:

1. **Immediately report the injury** to your supervisor or the person in charge when an accident occurs.
2. **Seek treatment** at one of the following locations:

OSU Employee Health Services (Room 2100) - 2A University Hospitals Clinic – 456 W. 10th Avenue ----- Hours: M-F 7:30am – 4pm (excluding holidays)

AFTER HOURS

OSU Emergency Department

Or

Urgent Care Sites

<p>COLUMBUS CAMPUS OSU Prompt Care 410 W. 10th Avenue Columbus, OH 43210 (614) 293-8012 Hours: M-F 11am - 10pm, Sat - Sun 8am - 9pm</p>	<p>COLUMBUS CAMPUS University Health Connection 500 W. 12th Avenue, Suite 100 Columbus, OH 43210 (614) 688-0300</p>
<p>NORTHWEST COLUMBUS Children's Close to Home Health Care - Northwest 5675 Venture Drive Dublin, OH 43017 (614) 760-1600</p>	<p>EAST COLUMBUS Children's East Close to Home Healthcare Center 6435 East Broad Street Columbus, OH 43213 (614) 866-7353</p>

3. **Complete an OSU Employee Accident Report Form** (available from your supervisor, OSHA coordinator or human resource contact).
4. Notify your supervisor if you are going to be off work. **Complete an OSU Application for Leave Form and submit**

proper medical documentation to your supervisor in accordance with your normal departmental leave policies.

5. **Contact Integrated Disability**, Archer House, 2nd floor, 2130 Neil Avenue, (614) 292-3439; 1-800-678-6413; FAX: (614) 292-7814