

# The Ohio State University Employee Accident Report

## EMPLOYEE

Name \_\_\_\_\_ SS# \_\_\_\_\_ Emp ID# \_\_\_\_\_

Home Address \_\_\_\_\_

Street \_\_\_\_\_ city \_\_\_\_\_ zip code \_\_\_\_\_ phone \_\_\_\_\_  
Sex: M F Birth Date \_\_\_\_\_ Age: \_\_\_\_\_ Employment Status: Full time \_\_\_\_\_ Part time \_\_\_\_\_ % \_\_\_\_\_

Job Title \_\_\_\_\_ Time in Present Position \_\_\_\_\_ Yrs \_\_\_\_\_ Months \_\_\_\_\_

Department \_\_\_\_\_ Work Address \_\_\_\_\_

building/room # \_\_\_\_\_ phone \_\_\_\_\_

Supervisor \_\_\_\_\_

name \_\_\_\_\_ building/room # \_\_\_\_\_ phone \_\_\_\_\_

Accident Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm Location \_\_\_\_\_

What were you doing and using (tools, chemicals, equipment, etc.) when the accident occurred? Describe what happened.

Was this part of your normal job duty? \_\_\_\_\_ Yes \_\_\_\_\_ No

Parts of body affected or injured \_\_\_\_\_

Witnesses: \_\_\_\_\_ / \_\_\_\_\_

name \_\_\_\_\_ phone \_\_\_\_\_ name \_\_\_\_\_ phone \_\_\_\_\_

Report prepared by (if different from the injured employee) \_\_\_\_\_

name \_\_\_\_\_ phone \_\_\_\_\_

If you have been exposed to blood or body fluids, refer to Medical Center Blood and Body Fluid Exposure Protocol or call

Employee Health at 293-8146 for instructions (see medical treatment section on reverse side)

Hospital Medical Record # or Social Security # of source person \_\_\_\_\_

*I understand that it is my right to apply for Workers' Compensation benefits and that I have two years from the date of this accident to do so. For more information regarding workers' compensation, University and James Hospitals employees call 293-3571; employees in other departments call 292-3439. I also authorize release of medical information regarding this accident to OSU BWC claim administrators.*

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SEND EMPLOYEE FOR TREATMENT WITH THIS FORM TO: EMPLOYEE HEALTH, 2A (Rm. 2100) UNIVERSITY HOSPITALS CLINIC, 456 WEST 10TH AVENUE, WITHIN 72 HOURS AFTER ACCIDENT IS REPORTED**  
Regional campus employees should be sent to local health care provider.

## SUPERVISOR/CHARGE PERSON

This accident was reported to me on \_\_\_\_\_ at \_\_\_\_\_ Cost Center/Dept # \_\_\_\_\_  
(date) (time)

IS FURTHER INVESTIGATION REQUIRED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Supervisor/Charge Person Signature \_\_\_\_\_ Date \_\_\_\_\_

## HEALTH CARE PROVIDER

Treated by: \_\_\_\_\_

print name \_\_\_\_\_ signature \_\_\_\_\_

Address \_\_\_\_\_

name of facility \_\_\_\_\_ street \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_ phone \_\_\_\_\_

Hospitalized overnight as inpatient? \_\_\_\_\_ yes \_\_\_\_\_ no (if emergency room only mark no)

Diagnosis/Assessment \_\_\_\_\_ RECORDABLE CODE 1 2 3 4 5 6 7

Parts of body affected \_\_\_\_\_

Reaggravation of previous work injury? \_\_\_\_\_ yes \_\_\_\_\_ no Date of initial injury \_\_\_\_\_

Copies sent to: \_\_\_\_\_ Employee \_\_\_\_\_ OSHALOG Coord. \_\_\_\_\_ OSU Workers Comp. \_\_\_\_\_ OEH&S \_\_\_\_\_ Supervisor  
FAX 688-8120 FAX 292-6404

## THE OHIO STATE UNIVERSITY EMPLOYEE ACCIDENT REPORT

The Employee Accident Report must be completed for every work-related accident (form available on Environmental Health and Safety OSU Web page and Employee Health intranet site)

This report will:

1. assist employees in obtaining immediate medical treatment
2. inform supervisor/charge person of accident
3. be utilized for follow-up and future prevention.

Below are guidelines for completing this form (please print in ink).

### **EMPLOYEE RESPONSIBILITIES:**

1. Immediately notify supervisor/designated charge person of work-related accident.
2. Fully complete Employee section, sign and date the report. (Please print in ink.)
3. Give form to supervisor/charge person for signature.
4. Seek medical treatment if necessary (see Medical Treatment section below).

### **SUPERVISOR/CHARGE PERSON RESPONSIBILITIES:**

1. Complete Supervisor/Charge Person section. Sign & date the report. If employee needs/desires medical treatment, arrange for appropriate medical care (see Medical Treatment section below).
2. If employee does not need/desire medical treatment make a copy of this report for your records & send the original to Employee Health (note on the form no medical treatment needed at this time).
3. If medical treatment is needed at a later date, refer employee to Employee Health.

### **MEDICAL TREATMENT:**

As an OSU employee you are entitled to medical treatment at OSU Employee Health. There is no charge to you for this treatment.

OSU Employee Health (Rm2100)

2A University Hospitals Clinic

456 West 10th Avenue

Columbus, OH 43210

Phone: (614) 293-8146 FAX: (614) 293-8018

Hours: Monday - Friday (excluding holidays)

7:30 A.M. TO 4:00 P.M.

If Employee Health is closed for the day come for treatment the next working day.

**Or**

If you need immediate medical treatment and Employee Health is not open you may go to either the OSU Emergency Department, MEDOHIO West (88 North Wilson Road) or MEDOHIO North (5801 Tamarack Boulevard). They will provide immediate treatment and instruct you in follow up care.

Regional campus employees should be sent to their local health care provider

### **For Blood and Body Fluid Exposures:**

Employee should report blood & body fluid exposures immediately to supervisor. Medical complex personnel should refer to Blood and Body Fluid Exposure Protocol for instructions. All others should call OSU Employee Health (614-293-8146) for instructions.

**Submit this report to: OSU Employee Health (fax: 614-293-8018),  
2A University Hospitals Clinic, 456 W. Tenth Ave.**

<b>OSHA200 "Recordable Code" Key from Health Care Provider section on front of form</b>	<b>1</b>	<b>Injury involving loss of consciousness</b>
	<b>2</b>	<b>Injury involving restriction of work or motion</b>
	<b>3</b>	<b>Injury involves transfer to another job</b>
	<b>4</b>	<b>All work related fatalities (deaths)</b>
	<b>5</b>	<b>All work related illness</b>
	<b>6</b>	<b>All work related injuries <u>involving medical treatment</u></b>
	<b>7</b>	<b>Not recordable</b>