Employee Accident Reporting

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

**EMPLOYEE RESPONSIBILITIES**

1. Immediately notify supervisor of work-related 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**

1. Complete *Supervisor* section. Sign and date the report. If employee needs or desires medical attention, arrange for appropriate medical care.
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.

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**Where to Get Medical Treatment**

**OSU University Health Services**
McCCampbell 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**