



# Employee Accident Reporting

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

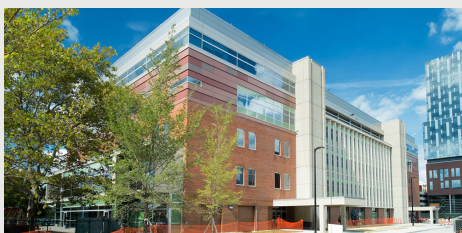
## EMPLOYEE RESPONSIBILITIES

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.

## Where to Get Medical Treatment



### OSU University Health Services

McC Campbell 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**

