

Chemical Hygiene Plan Appendix G

Accident Reporting

In an effort to ensure the proper record keeping and reporting of work-related injuries and illnesses throughout OSU, the Administrative Unit had designated an accident report form (or “OSHALOG”) Coordinator to maintain and record all the work-related injury and illness report forms.

In the event of a work related injury or illness the “Employee Accident Report” form (EAR) must be filled out completely and submitted to the OSHALOG Coordinator immediately. The OSHALOG Coordinator can supply you with the EAR form.

If medical treatment is needed, the employee should be sent to Employee Health Services (EHS) taking the EAR form with them. EHS is located at the University Hospitals Clinic (2-A Lobby, Room 2018A) on West 10th Ave. Business hours are Monday - Friday, 7:30 a.m. - 4:00 p.m. Phone number (614) 293-8146.

If EHS is closed, or emergency treatment is necessary, the employee should then be sent to OSU Emergency Department or a Med Ohio.

In the event that an employee receives medical treatment at another facility for a work-related injury or illness, an EAR must still be filled out completely. The employee must also be sent to EHS for an evaluation to assure they are ready to return to work and to determine if any restrictions are needed.

Please follow this format for seeking medical treatment to ensure the proper reporting of work-related injuries and illnesses.

Copies of the EAR need to be forwarded to the OSHALOG Coordinator immediately after the accident to be recorded in the Administrative Unit’s OSHALOG record. This information must be recorded within six working days of the accident in accordance with the OSHA 200 Recordkeeping Standard.

Chemical Hygiene Plan Appendix G Accident Reporting

