In an effort to ensure the proper recordkeeping and reporting of work-related injuries and illnesses throughout OSU, your administrative unit has designated an accident report coordinator to maintain and record all the work-related injuries and illnesses. This person is referred to as an OSHALOG Coordinator.

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) along with the EAR form. 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 be sent to the OSU Emergency Department or a Med Ohio.

In the event that an employee receives medical treatment at a facility other than OSU or Med Ohio for a work-related injury or illness, an EAR must still be completed. 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 necessary.

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 your 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

Accident, Injury or onset of Illness occurs.

Inform Supervisor or other responsible person.

Does injury or illness require emergency medical attention?

yes

Go to OSU Emergency Dept. or call 911.

Follow your administrative unit’s notification and return to work policies and procedures.

no

Inform Supervisor or other responsible person.

Is it work related? (If unsure, follow “yes” Response.)

yes

Follow your administrative unit’s notification and return to work policies and procedures.

no

Follow your administrative unit’s policies and procedures for sick leave.

Can Employee Accident Report be obtained from supervisor of OSHALOG Coordinator prior to appointment?

no

Report to Employee Health Services for scheduled appointment and obtain and complete Employee Accident Report at that time.

yes

Fill out Employee Accident Report and report to Employee Health Services for scheduled appointment.

no

Contact Employee Health Services for an appointment. (3-8146)

Obtain and complete Employee Accident Report.

Report to Employee Health Services during normal working hours. If after hours, report to MedOhio or OSU Emergency Department.

After you are feeling better, and have Returned to Work please continue...

yes

Follow your administrative unit’s notification and return to work policies and procedures.

no

Inform Supervisor or other responsible person.

Is it work related? (If unsure, follow “yes” Response.)

yes

Follow your administrative unit’s notification and return to work policies and procedures.

no

Follow your administrative unit’s policies and procedures for sick leave.

Can Employee Accident Report be obtained from supervisor of OSHALOG Coordinator prior to appointment?

no

Report to Employee Health Services for scheduled appointment and obtain and complete Employee Accident Report at that time.

yes

Fill out Employee Accident Report and report to Employee Health Services for scheduled appointment.