

# **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 at the Wooster Campus, the “Wooster Campus Employee Accident Report” (WCEAR) form must be filled out completely and submitted to the Wooster EHS Office immediately. Check with your department secretary for a copy of the current form. Please print all required information.

If medical treatment is needed, the employee should be sent or taken to Wooster Center for Occupational Medicine (WCOM) taking the EAR form with them. The Center for Occupational Medicine is located behind Wooster City Hospital at the North end of Barbara Street. Business hours are Monday - Friday, 7:30 a.m. - 5:00 p.m. Phone number (330) 263-7270. Note: most family doctors are not certified for workers compensation cases. The attending doctor can refer you to a specialist if specialized treatment is required.

If WCOM is closed, or emergency treatment is necessary, the employee should then be sent or transported to the Wooster Hospital Emergency Room located on Beall Avenue.

In the event that an employee receives medical treatment at another certified facility for a work-related injury or illness, an EAR must still be filled out completely. The attending doctor will provide the employee with a workability report, which lists any work restrictions and date of next appointment if any. The employee is required to provide his supervisor and EHS a copy of the workability report.

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

The original EAR is forwarded to the Wooster EHS Office Coordinator immediately after the accident to be recorded in the Wooster Campus’s OSHA LOG record. This information must be recorded within six working days of the accident in accordance with the OSHA 300 Recordkeeping Standard. The yellow copy of the Work Ability Report is sent to the Wooster EHS Office.

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