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**To:** [all-extension@lists.service.ohio-state.edu](mailto:all-extension@lists.service.ohio-state.edu)  
**Subject:** [All-extension] Accident Reporting Protocol  
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**Attachments:** [image001.png](#)  
[ATT00001.txt](#)

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Hi All,

I wanted to pass this information along.

### **Accident Reporting Protocol Offers Streamlined Efficiency – New**

Integrated Absence Management and Vocational Services (IAMVS) is collaborating with Occupational Health and Safety and University Health Services to make efficient and effective changes to employee accident reporting and data collection required under the State of Ohio Public Employers Risk Reduction Program (PERRP). As we continue to look for ways to improve the process, we have made some immediate changes that require your attention. **Effective immediately**, all employee accidents/injuries should be reported using the [employee accident report](#) form found on the OHR website. *Units should discontinue using all prior versions of this form.*

Proper adherence to the accident reporting protocol will replace the need for units to track and report injuries for OSHA/PERRP. All area OSHA/PERRP reporting will be completed centrally by Occupational Health & Safety and disseminated to area units for annual posting.

- ✓ HR professionals should review the following protocol with their area managers, supervisors and staff:
  - Employees should immediately notify their supervisors when an accident/injury occurs and the [employee accident report](#) must be completed as soon as possible.
  - A copy of the completed accident report must be submitted to IAMVS by either fax or email to 614/688-8120 or [accidentreport@osu.edu](mailto:accidentreport@osu.edu). Ideally, accident report submission should happen within 24 hours of the reported accident/injury.
  - A copy of the completed accident report should be kept on-file in the unit/department.
  - The employee(s) should retain a copy of the report for their records.
  - Do not submit completed accident reports to any other parties.



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