Safety Instruction

Accident Recording System

Accident Report

- The basis for all information about injury accidents or occupational illnesses that occur at OSU is the Report of Accident / Illness Form.
- The report is completed for all injuries or occupational illness to faculty, staff, students, volunteers, or visitors, with the exception of injuries caused by athletic activities.
  - Employee report form is completed by the immediate supervisor.
  - Student reports are by the instructor.
  - Visitor reports are completed by the coordinator of the University activity.
- For more information, see section 203: Accident Investigation of the OSU Safety (SAF) Policy & Procedures Manual.

Risk Management

Additional information on risk management claims can be found at OSU Business Services.

Worker’s Compensation Resources

Additional information on worker’s compensation can be found at OSU Office of Human Resources.

General

- Reporting, recording and evaluating accidents is an important part of OSU’s safety program.
- Accident records supply information to identify trends to help control conditions and acts that contribute to accidents.
- Recording OSU’s accident experience is the responsibility of EH&S.
- EH&S has a recording system which meets OR-OSHA requirements and provides information about the types of accidents and where they occur.
- Information can be combined with medical and disability cost figures from SAIF to reflect the direct cost of occupational accidents.
- Managers can use information as an indicator of the financial impact of unsafe behavior and the need for loss control efforts.
- Requests for information regarding OSU’s accident experience or the recording system should be made to EH&S at 7-2273.

Accident File

- All injuries and occupational illnesses that are reported to EH&S are entered into the data base which includes information about when and where the accident occurred, who was injured, the type of accident, and the department.
- The data can be manipulated to provide statistical information on any or all of these categories including a breakdown by location, department, or group if desired.

OSHA Log and Summary Report

- All occupational injuries and illnesses that meet the definition of OSHA reportable are placed on the OSHA Log.
- EH&S maintains the OSHA Log for the main campus and all off-campus facilities that employ more than 10 employees.
- OSU facilities where less than 10 employees are employed are not required to maintain a separate OSHA Log and are considered as part of the main campus.
- A copy of the OSHA Log along with a summary report is sent to each of these facilities monthly.
- An OSHA form 200 Annual Summary of Occupational Injuries/Illnesses is also prepared by EH&S and sent to each facility to post for one month beginning Feb. 1st.

Contact EHS:
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