

# **College of Forestry 200: Accident Reporting**

Safety Policy & Procedure Manual  
Section 200: Accident Reporting  
Effective: 01 January 2007  
Revised: August 2014

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## **PURPOSE**

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The purpose of this section is to make standardized information available for the process of reporting accidents. Included in this section are links to the required forms necessary in the event of a work-related accident and a flowchart that details the process for reporting accidents.

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## **Background Information**

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Most accidents are caused by the failure of people, equipment, materials, or environments to behave or react as expected. Accident investigations are an important part of the College of Forestry's and University's safety programs through accident prevention.

An important aspect of the entire accident prevention effort is the College's and University's ability to record and track the complete accident experience. This includes not only accidents to employees, but also to students, visitors, and volunteers. The Report of Accident form has been developed to provide the accident-related information in a uniform manner. The information originates at the department level and is then sent to College and University committees and departments that oversee loss control and employee benefit programs, such as the College Safety Committee, the Office of Human Resources (OHR) and Environmental Health and Safety (EH&S). These groups can then direct their efforts and resources to the areas of greatest concern. The College of Forestry accident reporting is intended to conform to the University and OR-OSHA requirements for reporting of all accidents.

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## Applicability

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All academic, research, students, and visitors in the College of Forestry.

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## Procedure

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All accidents that occur on the job and result in injury must be investigated and reported in a timely manner. Late reports result in unnecessary fines and delayed or denied claims. Incidents (accidents involving no medical claims or time lost) must be reported on a [Report of Accident form](#). Accidents involving medical claims or time lost must be reported on the [SAIF 801 form](#) (State of Oregon Worker's and Employer's Report of Occupational Injury and Disease) and the [Report of Accident form](#).

*These forms must be delivered to OSU Human Resources within 48 hours of the accident or incident.*

### **SUPERVISOR RESPONSIBILITY IN ACCIDENT REPORTING**

Supervisors are responsible for completing and filing the necessary report forms and performing an accident investigation of all injury-related accidents. Accident investigations are to be conducted with prevention in mind and should not be done to place blame.

#### **Accidents involving Employees or Volunteers**

For injuries or accidents occurring to employees or volunteers, the supervisor must discuss the incident with the employee or volunteer and any witnesses before completing the reports. The supervisor must also make any necessary changes in procedures or conditions to prevent similar accidents.

## **Accidents Involving Students or Visitors**

All injuries incurred by students and visitors at the University should be investigated and reported. The responsibility for reporting has been assigned to the instructor or department administrator who was in charge of the area, class, or function during which the student or visitor was injured. The injury is reported on a [Report of Accident form](#) and it is important to include all pertinent information about the accident and the names of any witnesses.

## **Accident Reporting Procedure**

### **REPORT OF ACCIDENT FORM**

The [Report of Accident form](#) must be completed by the supervisor as soon as possible after the accident. Forms are available from the department office or OHR. The form's purpose is to gather facts on how the accident happened, names of witnesses, and what medical treatment was required. A copy of the completed Report of Accident form must be sent to Human Resources Staff Benefits. If an accident involving an employee eventually requires medical treatment or involves time lost, the original Report of Accident form is sent to OHR along with the [SAIF 801 form](#).

***In the event that it is not possible to get the form to OHR within 48 hours, the report can be faxed to 541-737-7771.***

The Office of Human Resources is responsible for sending a copy of the Report of Accident and SAIF 801 forms to EH&S who may decide to investigate the accident further. **Supervisors should assist EH&S in this investigation because of the lag time associated with the written reports.** All serious accidents should also be reported by telephone to EH&S as soon as possible (541-737-2273).

### **SAIF 801 FORM**

The [SAIF 801 Form](#) must be completed in addition to the Report of Accident form for all on-the-job injuries that cause lost work time and/or require off-campus medical attention. This form is used to claim payment of benefits for an occupational injury or illness. Forms are available from OHR and completed forms must be filed with OHR within **48 hours of the accident**. Questions regarding Workers' Compensation claims, Report of Accident forms, or SAIF 801 forms may be addressed to the Office of Human Resources, at 737-2916.

### **Delivery of Report Forms**

It is the responsibility of the supervisor to deliver original copies of the forms to the College of Forestry Office of Human Resources. Copies of the accident report forms are to be delivered to OHR and the department office manager.

## **FATALITY OR OTHER SERIOUS ACCIDENT**

Any on-the-job accident that results in a fatality or the immediate hospitalization of an employee shall be reported **WITHIN 8 HOURS** by telephone to Environmental Health and Safety (541-737-2273), who in turn will make the required notification to Oregon Occupational Safety & Health Agency (OROSHA).

# Accident Reporting Process

