

COLUMBUS STATE

COMMUNITY COLLEGE

Workplace Injury & Accident Reporting

As we hurry along with our day-to-day activities here on campus, accidents or injuries can occur. We hope that you are not involved in any accident or incident, but if something should happen, please remember that it is your responsibility as an employee of the College to report it as soon as possible. If you are unable to report an accident or incident, please contact your supervisor so that the appropriate actions can be taken.

What to do if you are injured while at work:

- Contact the Columbus State Police Department to make a report.
- Seek medical attention as soon as possible, if you feel you need it. Columbus State Police will assist in calling a squad if your injuries require medical transport to an area hospital.
- Notify your supervisor as soon as possible.
- Within 24-hours of the incident, download and complete the **Incident Report Form** and then send it to workplaceinjury@csc.edu.
- If you receive medical attention at an emergency room or other medical facility, you will need to complete the BWC First Report of Injury Form (FROI 1).
- Your supervisor should fill out the Supervisors Investigation Report to the best of their ability.
- If you have further questions, please contact a Benefits Analyst in the Human Resources Department.

Forms you will need:

- Incident Report
- Back Injury Report (if applicable)
- Disease or Illness Report (if applicable)
- Witness to Accident Report (if applicable)
- Supervisors Investigation Report

HUMAN RESOURCES DEPARTMENT