



## INJURY REPORTING

is required at the university, regardless of the severity. By reporting the incident, EHS has an opportunity to follow up and determine if any changes can be put in place to remove the hazard or lower the possibility of further incidents. Worker's compensation may be available to employees who become injured while working and require medical attention. Injuries, as well as near misses not resulting in injury, are reported on the Workplace Injury Form. Copies of Workplace Injury Forms should be kept in your workplace but can also be found at [safety.uoregon.edu](http://safety.uoregon.edu). After completing the form follow the directions and return it to EHS immediately!

## WHY REPORT?

- Helps to identify potential hazard(s).
- Alerts EHS to the hazard(s).
- Potential to correct the hazard before reoccurring injuries or illnesses.
- Helps with future training.

## WHAT TO DO!

- Tell your supervisor immediately!
- Download and print a Workplace Injury Form at [safety.uoregon.edu](http://safety.uoregon.edu).
- Complete the form with your supervisor!
- Sign and fax (541-346-7008) or email to [workinjury@uoregon.edu](mailto:workinjury@uoregon.edu)
- Recognize hazards before an incident occurs! Address them if you are qualified. If not, contact your supervisor or CPFM's Work Control (541-346-2319).
- Direct additional questions or concerns to EHS.
- In an emergency, call **911** and **UOPD** (541-346-2919) for immediate assistance!



Report all injuries, regardless of severity!



Complete a Workplace Injury Form with your supervisor!



Learn to recognize and report hazards before incidents occur!

