



For HR use

Incident #: \_\_\_\_\_

NYBEAS: \_\_\_\_\_

C3 Sent: \_\_\_\_\_

Safety Officer: \_\_\_\_\_

## Employee Accident & Investigation Report

- A. Call the Accident Reporting System at 1-888-800-0029 Monday - Friday 8am to 5pm
- B. Follow the directions on the second page of this form, please answer every question
- C. Return this completed form to your supervisor for their review and signature
- D. Please send to Human Resources: fax 746-4158 OR e-mail to [humanresources@delhi.edu](mailto:humanresources@delhi.edu) OR send inner office mail to HR: Bush Hall

Employee Name: \_\_\_\_\_ Bargaining Unit: \_\_\_\_\_

Employee Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Female  Male  Non-Binary

Social Security Number: \_\_\_\_\_ Cell/Home #: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Your date of hire: \_\_\_\_\_  Full Time  Part Time

Shift: \_\_\_\_\_ Pass Days: \_\_\_\_\_

Primary Work Location: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

Accident Date: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Type of Injury: \_\_\_\_\_ Body Part(s) affected: \_\_\_\_\_

After the accident, did you continue working?  Yes  No

Have you returned to work?  Yes  No

If yes, what date did you return? \_\_\_\_\_

Did you require medical attention?  Yes  No If yes, what date? \_\_\_\_\_

Name of Doctor: \_\_\_\_\_

Name & Address of Hospital: \_\_\_\_\_

What were you doing when you were injured? (Please be specific: identify tools, equipment or material that you were using)

How did the accident or exposure occur? (Describe fully the events that resulted in injury or occupational disease. Tell what happened and how it happened.) \_\_\_\_\_

Object or substance that directly injured employee? (e.g. the machine employee struck against or which struck him/her; the vapor or poison inhaled or swallowed; chemical that irritated his/her skin. In cases of strains, the thing(s) he/she was lifting, pulling, etc.) \_\_\_\_\_

Names of eyewitnesses: \_\_\_\_\_ Witness Statement Attached:  Yes  No

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Work Address: \_\_\_\_\_ Supervisor's Work Phone: \_\_\_\_\_

Supervisor's Statement: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Directions for Completing this Form

- Item 01** Employee's name, as it appears on payroll stub and his/her Negotiating Unit (e.g. OSU).
- Item 02** Employee's current mailing address.
- Item 03** Employee's Social Security number, as it appears on the employee's payroll stub. Employee's current home telephone number.
- Item 04** Employee's date of birth. Indicate employee's sex by checking male or female.
- Item 05** Employee's job title and normal work location.
- Item 06** Employee's normal shift, i.e., days, evenings or nights (specify hours); the days the employee is normally off duty. Indicate whether the employee works full or part-time.
- Item 07** Employee's campus address and phone number.
- Item 08** The date the employee was hired.
- Item 09** The date and time the employee was injured.
- Item 10** The building and floor, unit, or other information to indicate where the accident occurred.
- Item 11** Indicate exactly what the injury is and what body part(s) have been affected (e.g., sprain to right ankle, cut to the left forearm, cuts to knees of both legs).
- Item 12** This item must be checked after determining whether or not the employee was able to remain at the normal work station. If known, please indicate whether or not the injured employee has returned to work and, if the employee has returned to work, indicate their date of return. **Item 13** Check to determine whether employee required medical attention either immediately after the accident or at some subsequent date. If unknown, check NO. If yes, indicate the name and address of the doctor and/or hospital.
- Item 14** Identify the tools, equipment or material that the employee was using and what he/she was actually doing at the time of the injury/illness. Please be specific.
- Item 15** Fully describe the events that resulted in the injury or exposure. Specifically explain what happened and how it happened. Particular objects, unsafe conditions, or other factors contributing to the illness or injury should be mentioned.
- Item 16** Indicate the machine or tool that caused the injury; the vapor or substance inhaled or swallowed; the chemical that irritated the employee's skin. In cases of strains, the object(s) the employee was lifting, pulling, etc.
- Item 17** Employee's signature and date employee completed the form. If the employee is unable or unavailable to sign, please leave blank.
- Item 18** Names of eyewitnesses who were present and saw the accident occur, with their description of what happened.
- Item 19** The assigned supervisor should describe any condition that may exist or any other relevant information concerning the accident.
- Item 20** Supervisor's signature and date the supervisor completes the report.
- Item 21** Supervisor's campus work location and telephone number.

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. **Any person who knowingly with intent to defraud makes a materially false statement or conceals a material fact to obtain a benefit, shall be guilty of crime. Reports suspected of Workers Compensation fraud will be sent to the Workers Compensation Fraud Inspector General of Albany, NY**