



Lake Superior State University

First Report of Injury/Accident

All injuries to students, employees, or visitors, and all non-injury accidents must be reported **within 24 hours**. Injuries to employees must be reported to the Human Resources Office. All non-injury accidents and injuries to visitors and students must be reported to the Risk Manager. Because of familiarity with the facilities, activities and operations which were related to the accident, it is advantageous that the report be initiated by the person supervising or responsible for the area in which it occurred. In preparing the report, avoid non-specifics or generalities. Information provided may help other departments in preventing similar accidents. However, it is the responsibility of the individual to report any injury or non-injury accident to his or her supervisor immediately.

Name of person involved _____ Soc. Sec. No. _____
Last First MI

Local address _____

Telephone No. _____ Birthdate _____ Sex: Male Female

Status: Employee _____ Non-Working Student _____ Visitor _____

If an employee: Date Hired _____ Title _____ Department _____

Date of accident _____ Time _____ a.m. p.m. (check one)

Specific location of accident _____

Name(s) of witnesses _____

Description of injury (specify exact part of body-right or left) _____

Type of injury (sprain, burn, etc) _____

What was he or she doing at the time of the accident? (Include tools, machines, objects, materials being used.) _____

How did injury and/or accident occur? _____
(Use additional paper if necessary.)

Did injured receive first aid? _____ By who? _____

Treated by a physician? _____ Who? _____

Hospital (if any) _____ X-rays taken: Yes No

Did employee report for next scheduled working hours? Yes No

Time and date stopped work _____ **Time and date of anticipated return to work** _____

Statement by injured person. _____

Signature of Injured Person _____ Date _____

Signature of Department Head or Security Officer _____ Date _____

Distribution

Employee: Original to Human Resources Office

Non-Working Student or Visitor: Original to Risk Manager (Purchasing Office), Copy to Security Office