

PAC Safety Reminder.....

Please remind your employees and supervisors of the following safety procedures and incident/accident reporting requirements:

Departmental employees:

- Work safely (For example: During inclement weather, wear appropriate clothing and shoes for the task, be cautious while driving or walking outside, etc...).
- Incidents/Accidents (slips, trips, falls, etc...), are to be reported to your supervisor before the end of your shift.
- If medical attention is sought/required:
 - Complete and submit a SAIF 801 form. Form is located in the "Quick Links" menu on the Office of Human Resources (OHR) website at <http://oregonstate.edu/admin/hr/benefits/wc.html>.
 - Have your physician complete the "Employee Status Report" form at the time of your appointment. This provides written documentation regarding your release status and is required. Form is available at the same link provided above.
 - Send the completed "Employee Status Report" form to the Office of Human Resources.
- Failure to report accidents timely may result in a loss of workers' compensation benefits.

Supervisors:

- Complete an OSU Report of Accident form to document the incident when an employee reports an incident/accident. Form is available in the "Quick Links" menu on the HR website:

<http://oregonstate.edu/admin/hr/benefits/wc.html>

- If medical attention is sought/required:
 - Complete OSU Report of Accident Form (from above)
 - SAIF 801 form must also be completed by the employee and supervisor (available at the same link provided above)
 - The employee must provide written documentation from their doctor verifying their release status.
- Failure to report accidents timely may result in a loss of workers' compensation benefits.

For questions on accident reporting or workers' compensation, please contact Heidi Melton in the Office of Human Resources at 737-2916 or by email at Heidi.Melton@oregonstate.edu