ACCIDENT REPORTING & INVESTIGATION

Medical Treatment:
- If you suffer a serious injury, immediately seek medical attention.
- If necessary, contact 911.
- Answer all of the dispatcher’s questions.
  - Calling 911 from a cell phone in Massachusetts will first bring you to the State Police Dispatch, the call will then be transferred to the most appropriate First Responder.
  - Be sure to give exact location of where you are calling from.
- If you receive medical treatment for a workplace related incident DO NOT give your personal Health Insurance Information.
  - Instruct the Hospital that you suffered a workplace injury and are a Harvard University employee.

Accident Reporting:
- Harvard University employees must complete an Accident Report Form within 24 hours of a work related injury or illness.
- ALL work related injuries or illnesses must be reported.
- Accident Report Forms can be obtained from:
  - Human Resources
  - Your Supervisor
  - The EHSEM Accident Investigation & Reporting Webpage
- Return Accident Report Forms to supervisor to complete and sign.
- Completed Accident Report Forms are then submitted to Human Resources by the Supervisor.
- Accidents that involve a fatality or three or more employees injured from the same incident must be immediately reported to the UOS Operations Center (5-5560).

Accident Investigation:
- Accident Investigations must be completed on scene immediately following the report of an accident.
  - Low Priority (Scraps, minor burns etc): Conducted by Area Supervisor/Manager
  - Medium Priority (Strains, sprains etc): Conducted by Area Supervisor/Manager
  - High Priority (Broken bones, lacerations, severe burns etc): Conducted by Environmental Health & Safety and the Area Supervisor/Manager.
- Accident Investigation Forms can be obtained from:
  - Human Resources
  - Supervisor/Manager
  - The EHSEM Accident Investigation & Reporting Webpage
- Completed Accident Investigation forms must be returned to Human Resources with the Accident Report Form.