



Date: 10/7/09

Toolbox Talk #24

ACCIDENT REPORTING

All work related injuries must be reported



Accident Investigation must be completed immediately following the report of an accident

Environmental Health and Safety

Cambridge Campus
46 Blackstone St.
Cambridge MA, 02139
(617) 495-2060

Longwood Campus
4 Blackfan Street
Boston, MA 02115
(617) 432-1720

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 EH&S [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 (Scrapes, 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 EH&S [Accident Investigation & Reporting Webpage](#)
- Completed Accident Investigation forms must be returned to Human Resources with the Accident Report Form.