

Spelman College

Injury/Illness Report Form

Any workplace injury should be verbally reported to the unit of Environmental Health & Safety Compliance (EHSC) Unit within 24 hours. Please complete the form and submit to EHSC Unit at ehsc@spelman.edu following the verbal notification.

PERSON FILING THE REPORT			
Name:		Spelman ID:	
Phone:	Email:		
Position:		Department:	
Date Reported:		Time of Reporting: am pm	
PERSON INVOLVED OR AFFECTED			
Name of injured Person:		Status: Faculty Staff Student	
Spelman ID:	Age:	Sex: F M	
Phone:	Email:		
INCIDENT DETAILS			
Date of Incident:		Time of Incident: am pm	
Building:	Room:	Other:	
Describe the events that led up to the injury/illness. Please specify the activity and any tools, equipment or materials being used:			
Describe the injury/illness. Please be specific, i.e strain, sprain, body part, left/right, etc.:			

Was first aid administered?	Yes	No	If yes, please provide details:
Was the injured person referred for further medical treatment?	Yes	No	If yes, please provide details:
Was ambulatory service called?	Yes	No	If Yes, Time of Arrival: am pm
Is the injured person is a minor (under age 18), or a student? Yes No If Yes, was the parent or guardian notified? Please provide details.			
Use the space below to provide additional information relevant to the incident.			
Please suggest corrective action (if any) to prevent occurrence of similar injury/illness in future (e.g PPE, training, change of work layout, etc.)			

Signature
(Person filing the report)

Date