



Contractor Employee Injury Reporting Guidelines

All injury reporting shall be made in writing to the
Kent State University Project Manager

- Minor Injuries, those that are not considered to be “recordable injuries” by OSHA, do not need to be reported.
- OSHA recordable injuries need to be reported to the KSU Project Manager within 48 hours after the injury.
- Serious injuries – where an employee is transported to the hospital or medical center via ambulance or other emergency vehicle is to be immediately reported to the KSU Project Manager. This report can be verbal. A written follow-up report of the injury is to be submitted to the Project Manager within 24 hours.
- Fatalities – are to be immediately reported to the KSU Project Manager. This report can be verbal. A written follow-up report of the injury should be submitted as soon as possible, but no later than 24 hours after the fatality.

Written reports should include the following:

- Name of the company.
- Company contact information.
- Name of the injured employee.
- Date and Time of the incident.
- Exact location of the incident.
- Nature of the injury.
- Summary of the conditions, activities, and/or equipment that may have contributed to the injury.

The KSU Project Manager shall immediately forward verbal and written reports of serious injuries or fatalities to their immediate supervisor, and the up the chain of command to the Executive Director of Facilities Planning and Operations and, if deemed appropriate, to the Vice President of Business, University Counsel and University Communications

KSU Project Manager should forward all verbal and written reports to the Occupational Health and Safety office at 21950 or 29561 (fax).