

REPORTING PROCEDURES

FOR INCIDENTS, ACCIDENTS, AND NEAR MISSES

Call 911 for all health emergencies or environmental threats

Report incidents, accidents, and near misses to ARS supervisor

If ARS Employee

Complete **CA-16 form** if seeking medical attention **within 48 hours**

Complete **CA-20 form** if seeking medical attention **after 48 hours**

Complete **OSHA Form 301** **within 7 days** of injury/illness
(Internet Explorer)

If HACU Employee

Intern must notify Jessica Castro, Program Analyst **within 24 hours**
Email: jessica.castro@osec.usda.gov
Phone: (202) 720-6506

Intern and an HACU representative will complete a first report of injury

If ORISE Employee

ARS supervisor is required to notify ORISE of the incident details (an email is sufficient)
ORISE Email: ORISEinfo@orise.orau.gov
OR SE Office: (865) 574-7607

If UW Employee

ARS supervisor must complete a **First Report of Injury Form**

Report injuries/accidents to University Police by dialing 911 from a campus phone

ARS supervisor must complete an **Incident Investigation Form**

All must complete:
IR-E-form (Employee)

IR-S-form (Supervisor)

IR-C-Form (SHEM Chair)