HOW TO COMPLETE AN ONLINE CWU ACCIDENT REPORT FORM

TO BE COMPLETED BY INJURED PERSON:

**Full Name:** Type first and last name
**CWU ID:**
**Email:**
**Employee**
**Student**
**Student Employee**
**Visitor**

**Address:**
**Phone:**

**Date of Accident:**
**Time:** am pm
**Where did the accident occur?**

**Type of Injury:**
**Part of Body Injured:**

**Date Reported:**
**Time Reported:** am pm
**Reported To:**
Accessing the CWU Accident Report Form

Form may be found either through the A-Z search portal or on the EH&S webpage
Main link to Online Form

Secondary links to Online Form
By marking Employee or Student Employee button, the report will be submitted to both EH&S and HR.
By marking Student or Visitor button, the report will only be submitted to EH&S.

Hardcopy of Accident Reports
Indicate the classification of the injured person
TOP PORTION OF THE ONLINE CWU ACCIDENT REPORT FORM

Be specific as to the location of the accident; EH&S may have to locate the site

The actual date and time of the accident
The date and time that the accident was reported to the supervisor
Supervisor, Instructor, Front Office, Lead, Rec Center Trainer, etc.
### MIDDLE PORTION OF THE ONLINE CWU ACCIDENT REPORT FORM

**Factors contributing to Incident/accident:**

- Presence of ice; moving or lifting an object; repetitive motion; worn or bulging carpet, etc.

**Tools, chemicals, or equipment involved:**

- Circular saw; utility dolly; etching compound; centrifugal blower; etc.

**Suggestions for correcting conditions:**

- Grind or buff down lifting sidewalk; trim back overhanging branches; put out “wet floor” signs; etc.

**Treatment:**

- [ ] First aid
- [ ] Sent home
- [ ] Emergency room
- [ ] Sent to physician
- [ ] Admitted to hospital

**Medical treatment received:**

- [ ]

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**You must mark this button; it won’t allow you to proceed**

If known, indicate the type of treatment given (e.g., stitches, ice pack, observation only, etc.)

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**TO BE COMPLETED BY CWU EMPLOYEES ONLY:**
Make sure the supervisor email address is correct, as an e-mail notification will be sent (not required for student or visitor reporting).

Once submitted, notification will go to the employee/student employee’s supervisor. If report is for student or visitor, notification will go the EH&S only.
This notification page will come up on your screen indicating a successful transmission of the online report.
Email notification that an accident report was submitted to supervisor from an employee

From: Employee  
To: Supervisor  
Cc:  
Subject: CWU Accident Report Submitted  
Date: Thursday, March 24, 2016 8:39:35 AM

Dear Supervisor,

Employee (xxx @cwu.edu) has submitted a CWU Accident Report due to a recent injury.

Please review the information he/she has submitted. You will need to fill out the bottom 'Supervisor' section to complete the record.

Please review the form at: http://www.cwu.edu/~web/cwu-accident-report/supervisor.php?id=116

Human Resources and Environmental Health and Safety will be notified once you have completed the Supervisor Section and submitted the record.

Click on link to view accident report
You must mark this button; it won’t allow you to submit the completed form.

Detail the root causes of the accident. May involve thorough investigation into all factors contributing to the accident.

Once submitted, report goes to both HR and EH&S.

Helps HR to determine WC loss time benefits and compensation.

Helps to find underlying causes of an injury or illness and to document the actions taken.

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Questions?