Office of Environmental Health & Safety

HOW TO COMPLETE AN ONLINE CWU ACCIDENT REPORT FORM

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**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

CWU Accident Reporting

This page is intended for individuals who are involved in an accident or injury.

Welcome to Facilities Management!

Central Washington University places a high priority on the safety and well-being of its students, faculty, staff, and visitors. We work together to establish and maintain a healthy and safe environment for all sanctioned activities and to comply with applicable laws and regulations regarding health and safety of students, faculty, staff, and visitors.

Accidents happen, however.

All accidents, injuries, and occupational illnesses are to be reported immediately, as soon as possible, to a university official. Accident reports are not used to assign fault, but to fulfill Washington State Department of Labor and Industries (L&I) reporting requirements, to help identify hazards, and to enhance the health and safety of our entire university community.

For employees:

If you are an employee who has suffered a work-related injury or been in an accident on the job, please contact your supervisor immediately to report the incident. If you are your supervisor are expected to complete the Online Accident Report and submit to Environmental Health and Safety (EHS) by the end of the next workday after the injury or accident occurs. If the employee is unable to complete the report in that time frame, the supervisor should complete both sections on behalf of the injured employee and submit to EHS.

For visitors and students:

Please complete and submit the Online Accident Report as soon as possible after an accident. EHS staff will distribute the information appropriately and may contact you to discuss details of the incident.

It is a regulatory requirement that serious accidents to employees (those resulting in an employee being admitted to a hospital, for example) must be reported to L&I within eight hours.
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.
### TOP PORTION OF THE ONLINE CWU ACCIDENT REPORT FORM

**The actual date and time of the accident:**
- The date and time that the accident was reported to the supervisor.
- Be specific as to the location of the accident; EH&S may have to locate the site.

**Supervisor, Instructor, Front Office, Lead, Rec Center Trainer, etc.**
MIDDLE PORTION OF THE ONLINE CWU ACCIDENT REPORT FORM

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

You must mark this button; it won’t allow you to submit the completed form.

**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.**

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