CFAES Student Injury Report Form Guidelines

The OSU College of Food, Agricultural, and Environmental Sciences provides the following Student Injury Report Form and guidelines as an example to document and track the occurrence of student injuries. Complete the form when an injury leads to any of the following:

1 Care needed is greater than general first aid.
2 The student seeks medical attention (OSU Student Health Services, health care provider office, urgent care center, or emergency department).
3 EMS 9-1-1 is called.

The information collected on the injury report form will be used to document the incident and will be reviewed by the CFAES Safety and Health Coordinator to guide CFAES policies and procedures as needed to remedy hazards.

Instructions

• Student, faculty / staff and location information: self-explanatory.
• Check the box to indicate the location that the incident occurred.
• Check the box to indicate if equipment was involved; describe involved equipment.
• Check the appropriate box(es) for factors that may have contributed to the student’s injury.
• Using the chart, check the body area(s) where the student was injured and indicate what type of injury occurred. Include all body areas and injuries that apply.
• Incident response: include all areas that apply.
• Provide a detailed description of the incident. Indicate any witnesses to the event and any staff members who were present. Attach another sheet if more room is needed.
• Sign the completed form.
• Route the form to the Department Chair and the contacts at the bottom of the “Student Injury Report”.
• Also, submit a copy of the completed forms to The Department of Risk Management and Insurance: houser.61@osu.edu
• Original form and copies should be filed accordingly within the department.

More information can be found at OSU Student Health Services: https://shs.osu.edu/
OSU College of Food, Agricultural, and Environmental Sciences
Student Injury Report (non-employee)

Student information

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID #</th>
<th>Date of incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Email (#)</td>
<td>Time of incident</td>
</tr>
<tr>
<td>Male</td>
<td>Female</td>
<td></td>
</tr>
</tbody>
</table>

Current Address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th>Cell phone</th>
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<tbody>
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Optional: Parent/guardian information

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Work phone</th>
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<tbody>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td>City</td>
<td>State</td>
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</table>

Faculty / Staff & Class Location

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Contact phone</th>
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<tbody>
<tr>
<td>Class</td>
<td>Location:</td>
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Location of incident check appropriate box

- Classroom
- Teaching Lab
- Chemical Lab
- Shop Area
- Research Farm
- Field Research
- Livestock Area
- Off Campus (specify)

- Other specify

Equipment check appropriate box

- No Equipment involved
- Lab Equipment
- Farm Equipment
- Sharps (Knife, Needle, Blades)
- Hand tools
- Power tools

- Equipment involved specify

Contributing factors check all that apply

- Compression/pinch
- Fall
- Tripped/slipped
- Overextension/twisted
- Struck by object (animal, tool, etc.)
- Struck by auto, bike, etc.
- Entanglement
- Collision with object
- Collision with person
- Hit with thrown object
- Contact with hot or toxic substance
- Foreign body/object
- Physical Altercation
- Drug, alcohol or other substance involved
- Weather exposure (hot / cold)
- Injured by Animal specify - ________________________________

- Weapon specify
- Other specify

Body part(s) affected / injured

<table>
<thead>
<tr>
<th>Eyes/Ears/Face</th>
<th>Neck/Shoulders/Arms/Elbows</th>
<th>Hips/Legs/Knees</th>
<th>Wrists/Hands/Fingers</th>
<th>Ankles/Feet/Toes</th>
<th>Back (Upper/Lower)</th>
<th>Head</th>
<th>Internal Organs</th>
<th>Other: ________________</th>
</tr>
</thead>
</table>

Type of injury

- Abrasion / Scrape
- Blunt / Impact Trauma
- Bump / Swelling
- Bruise / Pain / Tenderness
- Burn / Scald
- Cut / Laceration
- Fracture / Dislocation
- Puncture
- Unconscious / Faint

- Other explain
Incident Response: check all that apply
☐ First Aid   ☐ Called 911   ☐ Parent/guardian notified   ☐ Student deemed no medical action necessary
☐ Returned to class   ☐ Sent/Taken Home   ☐ Taken to health care provider / clinic/hospital/urgent care   ☐ Hospitalized
☐ Other explain

Description of the incident

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
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Witnesses to the incident

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<th>Name</th>
<th>Phone</th>
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Describe care provided by faculty/staff

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

Print & Signature of staff/faculty member completing form

Print & Signature of Student

Print & Signature of Dept. Chair

Date/time

Date/time

Date/time

Copy of the form must be sent to:

Kent McGuire
CFAES Safety and Health Coordinator
College of Food, Agricultural, and Environmental Sciences
260A Agricultural Engineering Building
590 Woody Hayes Dr.
Columbus, OH 43210
Office Phone: 614-292-0588
E-mail: mcguire.225@osu.edu

Jeanne M. Osborne
Assistant Dean for Academic Affairs
College of Food, Agricultural, and Environmental Sciences
100E Agricultural Administration, 2120 Fyffe Rd.
Columbus, OH 43210
Tel: 614-292-1734
Fax: 614-292-1218
E-mail: osborne.2@osu.edu

Review/Updated: K. McGuire 1/29/19