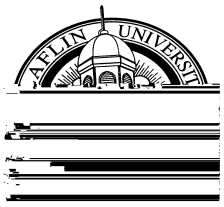

CLAFLIN UNIVERSITY
ORANGEBURG, SOUTH CAROLINA

ACCIDENT REPORT

To be completed by the supervisor

Personnel Information

Employee Name: _____ID# _____
Last First Middle

Address: _____
Street City State zip code

Telephone number: _____ Sex: Female_____ Male_____ Date of birth:_____

Social security #_____ Marital Status: Single___ Married ___ Divorced ___Widowed ___

Date of hire: _____ Employee Status: Faculty _____ Staff _____ Adm. _____ Stud. _____

Department _____ Division_____

Occupation at time of injury or illness: _____How long in current job? _____

Number of hours worked per day: _____Wages per hour: $_____ Earnings per week: $_____

Record of Accident or Illness

City/County where accident occurred: _____ Date and time of injury/illness:_____

Date injury/illness reported: _____Person to whom reported _____
Name of other witnesses: _____

Nature and Cause of Accident or Illness

Describe fully how injury or illness occurred: _____
_____
_____
Describe nature of injury or illness (include parts of body affected) _____
_____
Specify part of machine, tool, object, etc. causing injury or illness _____
_____
Safety equipment and/or safeguards were -- Provided: ____Yes ____No Utilized: ____ Yes ____No

Physician_____ Hospital _____
name telephone number name address

Employee _____ Supervisor _____
Signature Date Print Signature Date

Processed by HR Office: Print Name _____ Date _____

INSTRUCTIONS

The University provides Workers' Compensation Insurance for all employees. All work related injuries and illnesses must be reported immediately to the supervisor, regardless of how minor the injury or illness may initially appear to be.

Supervisors are responsible for thoroughly completing the "Accident Report" form by providing all of the information requested. The accident report must be completed and submitted by the supervisor to the Office of Human Resources within 48 hours of the accident. The employee and the supervisor must sign the report.

The Office of Human Resources is responsible for investigating the accident and reporting it to the workers' compensation insurance carrier. In accordance with the provisions of the Workers' Compensation Act, the insurance company will be responsible for paying the hospital charges and other medical expenses.

- **Please type or print in black ink.**