

## **REPORT AN ACCIDENT OR INJURY**

When a member of the Yale community suffers a work-related injury or there is an accident, the following steps should be taken:

1. Call 911 if it is a medical emergency.
2. Follow appropriate initial response procedures, if trained and qualified to do so. EHS procedures can be found at <https://ehs.yale.edu/emergency-procedures>.
3. Ensure the employee's supervisor is promptly informed of the incident.
4. Contact Yale EHS (203-785-3555) if 911 was called and/or if the incident involves a fatality, hospitalization, amputation, or loss of an eye. The U.S. Occupational Safety and Health Administration (OSHA) has specific reporting requirements for certain severe work-related injuries. Timely reporting is required (in as little as eight hours depending on the injury).
5. If the injured person is an employee, report a claim to [Workers' Compensation](#).
6. If the injured person is a visitor or student, report the incident to the Office of Risk Management via [email](#) and [report the claim](#) to the claims administration company.

Contact Yale EHS with any questions at 203-785-3550 or [ehs@yale.edu](mailto:ehs@yale.edu), or contact your [safety advisor](#).