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, contact The Office of Worker’s compensation via email and report the claim to the claims administration company.

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, or contact your safety advisor.