Non-Occupational Accident Report

Date of Accident: ________________________________  Time: __________ AM/PM

Location: Bldg. __________ Room: __________ Course: ______ Sec. ______

Name and Telephone of Injured: __________________________________________

Name(s) and Telephone(s) of witness(es): __________________________________

Relationship: (Please Circle): Faculty  Staff  Student  Visitor

Nature of Accident (burn, cut, chemical burn, inhalation, etc.):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Apparent seriousness of injury (minor, major): ______________________________

Briefly describe what happened:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Action Taken: Treatment, first aid  ____  Injured send to Infirmary  ____  Emergency Transport  ____  Other (explain): ______________

Report Completed by: ______________________________

Department: ________________________________ Date: ______________
Corrective action taken or planned to prevent similar accidents from reoccurring:

Non-Occupational Accident Report Form

A non-occupational accident report form must be completed in the event an accident occurs in which there is a non-occupational injury or near miss. The accident report form is to be used for students, faculty/staff or visitors that are involved in a non-occupational accident on WCU’s campus or other WCU owned property. This report does not replace Worker’s Compensation reporting requirements. If you were injured on the job, please contact the Safety and Risk Management office for Employee and Supervisor statement forms for Worker’s Compensation.

The non-occupational accident report forms may be found by contacting the University Office of Safety and Risk Management x7443.

A form should be completed at the time of the accident or as soon as feasibly possible. Completed forms should be sent to the Safety and Risk Management Office.