

# INJURY REPORTING INSTRUCTIONS



## 1. If no medical attention required:

- **Do not call** “DOAS 24 Hour Injury Report Line”
- Fill out the Injury and Illness Form via [Employee Incident/Accident Reporting Form](#). Supervisors must **also** investigate the injury and complete the Supervisor Accident Investigation form linked here: “[Employee Incident/Accident Report Form](#)”

## 2. If medical attention is required:

- **Call** “DOAS 24 Hour Injury Report Line” at (877) 656-7475
- **Please note:**
  - AGENCY UNIT LOCATION # - GEORGIA TECH: #7202
  - YOU MAY HAVE TO PROVIDE THE INJURED EMPLOYEE’S SOCIAL SECURITY NUMBER (SSN)
- The supervisor must also complete number 1 of this instructional after the appropriate medical attention has been provided to the employee.

## 3. For assistance contact EHS General Safety office:

Email: [generalsafety@ehs.gatech.edu](mailto:generalsafety@ehs.gatech.edu).