

Occupational Injury Reporting

Key Notes for Employee Injury Reporting

INJURY REPORTING

If medical treatment is necessary, the departmental supervisor/HR representative must report the injury/illness to the State Department of Administrative Services (DOAS) by calling 877-656-7475 within 24 hours of the injury. The injury/illness must also be documented using the Georgia Tech Injury/Illness Reporting Form through the EHS website using the appropriate login credentials.

Note: If no medical attention required: Do not call (DOAS) 24 Hour Injury Report Line

Note: Claims may only be reported by a supervisor/Human resources representative. Employees cannot call in their own claims.

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