

	<p style="text-align: center;">State of Ohio Weatherization Program Standards</p>	Section	BASIC SAFETY STANDARDS
		Subject	Accident Reports

ACCIDENT REPORTS 1403-1

Specific requirements of General Application (Ohio Revised Code, Section 4107.13) Every employer shall, within three days after the happening of any accident in his establishment resulting in death, or bodily injury of such a nature that the person does not return to his employment in said establishment within two (2) days or more after occurrence of the accident, forward to the Chief of the Office of Energy Efficiency, a report containing the following particulars in full:	specific requirements 1403-1.1a
Name and address of employer (person, firm or corporation);	1403-1.1b
Nature of business in which the employer is engaged and place where the accident occurred;	1403-1.1c
Name, address, sex, age and kind of employment of person killed or injured and whether such person is married or single;	1403-1.1d
Time of day deceased/injured began work on day of accident, time of day accident occurred and date of accident or death.	1403-1.1e
What task employee was performing when killed or injured, whether such person was familiar with the work at which he/she was engaged or the machinery he/she was operating, whether such machinery was in good order and guarded so as to prevent accidents under ordinary circumstances, and if machinery was not guarded, reasons for not guarding same;	1403-1.1f
Description of manner in which such person was killed or injured;	1403-1.1g
Description of nature and extent of injury;	1403-1.1h
Number of persons deprived of support in consequences of such death or injury.	1403-1.1i

record of injuries
1403-1.2

Agency record of injuries; report (ORC, Section 4123.28)

**injuries or
occupational diseases**
1403-1.2a

Every employer in this state shall keep a record of all injuries or occupational diseases, fatal or otherwise, received or contracted by his/her employees in the course of their employment and resulting in seven (7) days or more of total disability.

within one week
1403-1.2b

Within one (1) week after the occurrence of such an injury or death therefrom, or within one (1) week after the occurrence or diagnosis of or death from said occupational disease or of a report to such employer of such occupational disease or death, a report shall be made in writing to the Ohio Industrial Commission upon blanks to be procured from the commission for such purpose.

**reporting
requirements**
1403-1.2c

The report shall state:

- i. The name and nature of the business of the employer;
- ii. The location of his/her establishment or place of work;
- iii. The name address nature and duration of occupation of the injured, disabled or deceased employee;
- iv. The time, nature and cause of injury, occupational disease or death and such other information as is required by the commission.

copy to employee
1403-1.3

The employer shall give a copy of each report to the employee it concerns or his/her surviving dependents.

**employer
responsibility**
1403-1.4

No employer shall refuse or neglect to make any report required by this section.