

# INJURY REPORTING INSTRUCTIONS



## 1. FILL OUT INJURY AND ILLNESS REPORT FORM

## 2. **IF NO MEDICAL ATTENTION** REQUIRED:

- **DO NOT CALL** “DOAS 24 HOUR INJURY REPORT LINE”

## 3. **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 DO NOT HAVE TO GIVE YOUR SOCIAL SECURITY NUMBER (SSN)

## 4. **MAIL COMPLETED INJURY AND ILLNESS REPORT TO:**

**ATTN: EHS General Safety Office**

**Mail Code: 0465**

**or Fax: 404-894-5042**