

**GEORGIA STATE UNIVERSITY  
INJURY REPORTING PROCEDURE  
WINTER BREAK 2016**

During the period of December 19, 2016 and January 2, 2016 Georgia State University will be on Winter Break. During that period some Department employees will be required to perform official duties on behalf of the University. For those employees performing official duties, the following modified Injury Reporting Procedures will apply during the Winter Break 2016.

**\*\*FOR ANY LIFE THREATENING EMERGENCY SEEK MEDICAL TREATMENT IMMEDIATELY**

For assistance during a life-threatening emergency, please dial 404-413-3333 for Georgia State University Police, or 911. The police can stay with you until the ambulance arrives and can help to direct the ambulance to your location.

1. IMMEDIATELY Report injury to Supervisor/Business Manager or the other responsible employee.  
**An employee may not call in their own injury to The Department of Administrative Services (DOAS).**
2. Seek medical attention if necessary.
3. **SUPERVISOR/ BUSINESS MANAGER OR OTHER RESPONSIBLE EMPLOYEE MUST OBTAIN :**
  - a. First Report Of Injury Form
  - b. Employee Leave Election Form
  - c. Accident Witness Statement form
  - d. Acceptance / Denial of Workers Compensation Form

These forms are available online at:

<http://safety.gsu.edu/risk-management/occupation-health-safety/workers-compensation-2/>

The Supervisor/Business Manager will complete forms with the assistance of the employee and/or the Department HRAC representative.

4. Submit fully completed forms by email to the Department of Safety and Risk Management at:  
Jagroop Kit Ramdeen  
Email: [jramdeen1@gsu.edu](mailto:jramdeen1@gsu.edu)  
Phone: 404-804-5803
5. The Safety and Risk Management Department will call in the claim if medical care is rendered, and contact the employee and the employee's supervisor to provide the Workers Compensation Claim Number, and the contact number for AMERISYS MANAGED CARE ORGANIZATION medical referral system.

For additional information or assistance, contact:

J. Kit Ramdeen  
Workers' Compensation Administrator  
Dept. of Safety and Risk Management  
Phone: 404.804.5803  
Email: [jramdeen1@gsu.edu](mailto:jramdeen1@gsu.edu)

\*\*Life threatening emergencies could possibly include probable damage to major blood vessels or nerves, profuse bleeding that cannot be stopped, amputated body part, broken bone, cut to bone, eye injury, head trauma and/or accidents that require department-specific medical protocol.