

Oregon State University

Instructions for Employer Section of SAIF 801 form (Report of Job Injury or Illness)

30.	Oregon State University
31.	541-737-2916
32.	61-1730890
33.	Does not apply. Leave blank.
34.	Does not apply. Leave blank.
35.	3015 SW Western Blvd, Corvallis, OR 97331-2132
36.	790684
37.	Write in the name and address of the office or building location to which the employee is assigned. For example, Financial Aid, 218 Kerr Administration Building.
38.	Education
39.	Write in the address where the injury took place. This may be an office, building, intersection, mile marker, geographic location other than the location the employee usually works.
40.	Mark the “yes” or “no” box. If you are uncertain, leave both boxes blank. If the answer is yes, contact Heidi Melton in Enterprise Risk Services at 541-737-2916 or at Heidi.Melton@oregonstate.edu , the machine or product may need to be preserved for inspection.
41.	Leave blank.
42.	Mark the “yes” or “no” box. If you are uncertain, leave both boxes blank.
43.	Answer “yes” if you have first hand knowledge that the injury was caused by work. If it is not apparent that the injury occurred while the employee was performing his/her duties, check “unknown”. Check “no” if you are certain the injury or illness did not occur during the course or scope of employment.
44.	Leave blank.
45.	Write the exact date a manager or supervisor first knew that medical treatment was required for the injury or illness. It may be the date of the injury or later date, if the employee does not seek immediate medical attention.
46.	Leave blank.
47.	Write the employee’s date of hire. If the employee terminated employment and was later rehired, put the new date of hire. Leave blank if the date of hire is unknown or not clear.
48.	Report a fatality immediately to Heidi Melton at 541-737-2916, 737-2806 or if unavailable, to EH & S at 541-737-2276 AND to Public Safety at 541-737-7000 (emergency)
49.	Mark the appropriate box for return to work and provide the date when the status occurred. The “modified” work status means that the employee returned to work with written restrictions or limitations as determined by a physician. Notify Heidi Melton at 541-737-2916 or at Heidi.Melton@oregonstate.edu immediately of any time loss (other than for medical appointments). Also, keep Heidi Melton apprised of any changes in work status.
50.	Mark either “yes” if released and returned to regular hours, or “no” if not released or returned to regular work hours. If you are uncertain, leave blank.
51.	To be signed by the person completing the form (supervisor/manager or other designated department representative).
52.	Printed name of person completing form, and job title.
53.	Date completing the form.