

MICHIGAN STATE UNIVERSITY

INJURY/PROPERTY DAMAGE REPORT

Office of Risk Management & Insurance

Olds Hall

408 W. Circle Drive Rm 113

East Lansing, MI 48824

Phone (517) 355-5022

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Please PRINT or TYPE

THIS FORM IS A CONFIDENTIAL – INTERNAL DOCUMENT TO BE COMPLETED BY MSU EMPLOYEE

TIME & PLACE	Date/Time of Incident	Location: Street, City, MSU Bldg. Rm #		
PREMISES CONDITION	Type of Premises		Conditions	
	<input type="checkbox"/> Construction Site <input type="checkbox"/> Hallway <input type="checkbox"/> Lobby/Entrance <input type="checkbox"/> Office <input type="checkbox"/> Other:	<input type="checkbox"/> Parking Lot <input type="checkbox"/> Sidewalk <input type="checkbox"/> Stairway <input type="checkbox"/> Street	<input type="checkbox"/> Dry <input type="checkbox"/> Icy <input type="checkbox"/> Snowy <input type="checkbox"/> Wet	<input type="checkbox"/> Uneven Surface <input type="checkbox"/> Other:
				Reported to Police Dept.:
				Report Number:
				<input type="checkbox"/> Not Reported
INCIDENT DESCRIPTION	DESCRIBE WHAT HAPPENED:			
INJURED PERSON	NAME		AGE	PHONE #
	ADDRESS			
DESCRIPTION OF INJURY	INJURY - Describe the type, severity, and body part involved			
	Was Medical Treatment Given? Yes <input type="checkbox"/> No <input type="checkbox"/>		Will seek treatment later <input type="checkbox"/>	
	Name of Medical Facility/Doctor		<input type="checkbox"/> Transported by Ambulance <input type="checkbox"/> Transported by Other:	
PROPERTY DAMAGE	OWNER'S NAME		ADDRESS	PHONE #
	Describe the property and the damage			Estimated Repair/Replacement Cost
WITNESSES GIVE THE FULL NAME & ADDRESS OF EACH WITNESS	NAME		ADDRESS	PHONE#

NAME/TITLE OF MSU

EMPLOYEE COMPLETING THIS REPORT:

PHONE:

E-MAIL:

MSU DEPARTMENT:

DATE :

NAME/TITLE OF MSU EMPLOYEE'S SUPERVISOR:

PHONE:

E-MAIL:

SUPERVISOR'S SIGNATURE: