Quick Guide to Reporting Injuries and Other Incidents within UGA Extension

Work-Related Injury

(Employees of UGA while in the course of employment)



Complete an Online Injury Report



Continue with Worker's Compensation Process according to directions

If professional medical attention is required, also complete a CAES Incident Report*

Non-work Related **Injury**

(Non-employees, i.e., students, visitors, volunteers, 4-H'ers, etc. or UGA employees outside the course of employment)



Complete an Online Injury Report



If professional medical attention is required, also complete a CAES Incident Report*

<u>Incidents</u> (other than injuries)



Complete a
CAES Incident Report*
according to Policy 5.01

(Employees, Volunteers, Visitors, Guests, 4-H'ers, etc.)

*Send CAES Incident Reports via email to: caesext@uga.edu, lpj4h@uga.edu, DED, PDC, CEC, and other appropriate supervisor(s)

^{*}When reporting within 4-H, please send to: caesext@uga.edu, lpi4h@uga.edu, state4hleader@uga.edu, melmel@uga.edu, DED, <a href="m