

# 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**
4. **MAIL COMPLETED INJURY AND ILLNESS REPORT TO:**
  - EHS Office**
  - Attn: Aleece Foxx**
  - Mail Code: 0465**
  - or Fax: 404-894-5042**