

On-The-Job Injury Program Reporting Instructions

24 hours to report an OJI claim



- Report your injury within 24 hours to your OJI Building Representative or Supervisor. If neither are available, contact the Safety and Health Dept.
- If you need to see a Medical Provider, you must complete your OJI Statement (OJI-F003) and fax it to (931) 905-7908. **You will need to contact the Safety and Health Department to request an appointment for treatment.** An OJI Representative may meet you at the appointment.
- Take a copy of your OJI Statement to the medical provider's office with you.

Safety and Health Department Numbers:

Safety and Health Director: (931) 920-7836 or (931) 216-1971

Safety and Health Associate/OJI Specialist: (931) 920-7917

Safety and Health Specialist: (931) 920-7806 or (931) 257-0042

Safety and Health Coordinator: (931) 920-7827 or (931)-291-2480