



**AUBURN**  
UNIVERSITY

Risk Management and Safety

SUBMIT AN INCIDENT OR CLAIM



## INSTRUCTIONS FOR REPORTING ON-THE-JOB INJURY (OJI) CLAIMS

Administration of Auburn University's On-the-Job Injury (OJI) Program is provided through Brentwood Services Administrators (BSA).

The goal of the OJI Program is to protect employees from financial hardship caused from on-the-job injuries or illness. Eligibility depends on whether the injury or illness arises out of the course and scope of the employee's employment. Benefits are payable only after all other available insurance has been exhausted.

Any work-related incident, on or off campus, that results in an injury should be reported in accordance with the procedures below.

### PROCEDURES AFTER AN INCIDENT OCCURS

- Ensure the injured employee receives immediate and appropriate medical attention
- Gather as much information about the incident
  - What happened
  - How it happened
  - Where it happened
  - Conditions
- Any other relevant information
- Any witnesses should be identified, along with their contact information.
- Equipment involved in the incident may need to be tagged or otherwise identified, saved, or set aside for further examination and/or testing if potentially defective.
- All University personnel are encouraged to cooperate with BSA, as well as Auburn University Risk Management & Safety, in the investigation, mitigation, and settlement of any claim.
- Please contact Risk Management & Safety at 334-844-4870, if you have any questions.

### NEW CLAIMS

Employees should report new claims through the incident entry portal as soon as possible following the accident/incident (even after-hours or on holidays) and to cooperate with

Brentwood Services Administrators and Auburn University Risk Management & Safety

### EXISTING CLAIMS

All inquiries/correspondence, including questions related to existing should be directed to:

**MICHALE WALLACE**  
On-the-Job Injury (OJI) Claims Adjuster  
[Michale.Wallace@bwood.com](mailto:Michale.Wallace@bwood.com)



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