

Accident, Injury, Incident Reporting Procedures

Workers' Compensation

If you are injured or have an accident, injury, illness or health related incident that may have occurred in the work place, it is critical that you immediately seek medical attention and contact your supervisor/manager. Campus Safety has trained emergency medical responder personnel and can transport to River's Edge Hospital & Urgent Care in St. Peter. It is strongly recommended that any head, neck, eye or back injury that is work related be evaluated by a medical provider.

In addition, it is important to follow up with the Director of Environmental Health, Safety and Risk Management (EHSRM) in Finance, 209 Carlson Administration Building, extension 7494, to complete the workers' compensation reporting requirements, which are outlined below:

Need Medical Attention Now! Call Campus Safety at x8888 or 911. If the injured is in need of further medical treatment Campus Safety can transport and they will go to:

River's Edge Hospital & Urgent Care
1900 North Sunrise Drive
St. Peter, MN 56082
(507) 931-2200

Hours of Service: Monday - Friday: 12 pm – 7:30 pm; Saturday & Sunday: 8:00 am – 4:00 pm
Or 24/7 Emergency Care

Tell the doctor/nurse that your illness/injury may be work related.

- Immediately report the injury to your supervisor/manager.
- Have the medical provider complete a Report of Workability and provide a copy to EHSRM before returning to work following each doctors visit.
- Using the Reporting Procedures below, the supervisor/manager and employee must complete the [Accident/Incident/Injury Form](#) **within 24** hours and send to EHSRM (7494).

Reporting Procedures for an Injury, Illness or Incident

- Employee immediately reports injury, illness, incident to supervisor/manager.
- **Within 24 hours** of an injury/illness:
 - Supervisor/Manager completes the [Accident/Incident/Injury Form](#) with assistance from the Employee.
 - Supervisor /Manager completes the Prevention Plan and signs the form.
 - Supervisor/Manager sends the Injury/Illness/Incident Form to the Director of the Environmental Health, Safety and Risk Management (7494) in Finance (*Completed documents can be scanned and emailed to dplemmon@gustavus.edu or delivered to the EHSRM Office, 209 Carlson Administration Building, or faxed to 507-933-6391*)

Life Threatening Illness or Injury

- If an injury is a potential life-threatening emergency, please call (507) 933-8888 or 911.
- Immediately report the injury to your supervisor/manager.
- Campus Safety will be notified, respond, and can direct the ambulance to you.
NOTE: If you do not wish to be transported by an ambulance, Campus Safety can transport you to the hospital.
- Where to go:

River's Edge Hospital & Urgent Care
1900 North Sunrise Drive
St. Peter, MN 56082
(507) 931-2200

Hours of Service: Mon-Fri: 8:00 am – 8:00 pm; Holidays, Saturday & Sundays: 10:00 am – 5:00pm
24/7 Emergency Care

- **Tell the medical doctor/nurse that your illness/injury may be work related.** Have the medical provider complete a Report of Workability (ROW) and provide the ROW to EHSRM before returning to work (7494). Fax (507) 933-6391.
- Immediately report the injury to the Director of the Environmental Health, Safety and Risk Management (7494) in Finance.
- Using the steps above, complete the [Accident/Incident/Injury Form](#) **within 24** hours and send to the Director of the Environmental Health, Safety and Risk Management (7494) in Finance.

Non-Life Threatening Illness or Injury

- Immediately call/contact your supervisor/manager.
- Using the Reporting Procedures listed above, complete the [Accident/Incident/Injury Form](#) **within 24** hours and send to Director of the Environmental Health, Safety and Risk Management (7494) in Finance.

Don't need medical attention at this time...

- Following the Reporting Procedures, complete the [Accident/Incident/Injury Form](#) **within 24** hours and send to the Director of the Environmental Health, Safety and Risk Management (7494) in Finance.
- You and your supervisor should stay in contact from the date of your injury or illness. If agreed upon, please be sure that your supervisor has your cell and/or home phone number so that s/he can touch base with you. Please follow up on a daily basis until you are okay. If at that time your injury/illness has not improved within three (3) days, please notify the Director of the Environmental Health, Safety and Risk Management (7494) in Finance.
- Be sure to notify the Director of the Environmental Health, Safety and Risk Management (7494) in Finance, by the next business day or as soon as possible following your visit.