If an employee is injured in the scope of employment, regardless of how minor it may seem, the employee shall report the injury to his or her supervisor and to Risk Management within 24 hours of the accident. Risk Management will arrange any needed medical treatment, and will assist in completing required injury-reporting paperwork. Risk Management and Environmental Health and Safety may conduct investigations of work-related accidents and recommend methods to prevent them from occurring in the future.

If after hours, call Police Services. Police Services will initiate the proper notifications and arrange any needed emergency transport to an approved emergency medical facility. If a life threatening injury, call 911 or proceed directly to the nearest emergency room. Follow up with Risk Management as soon as possible.

For non-life threatening injuries, without first reporting the injury and seeking medical attention through Risk Management or Police Services, an employee could have out-of-pocket expenses or experiences treatment delays.