What to do if an injury or illness occurs

Emergency Medical Treatment Required

- Call 911
- Follow instructions

Student or Employee

After treatment, contact supervisor or department representative

Supervisor or department representative and student must complete and submit an “Incident Report” to Environmental Health and Safety within 48 hours

Non-Urgent Medical Treatment Required

- Immediately notify supervisor or department representative of injury

Supervisor or Employee

Supervisor must immediately contact AmeriSys at 800-455-2079 with employee present if possible

AmeriSys will complete the “First Report of Injury” and initiate medical treatment

Supervisor or department representative and employee must complete and submit an “Accident Investigation Report” to the Workers’ Compensation Manager within 48 hours

No Medical Treatment Required

- Immediately notify supervisor or department representative of injury

Supervisor or Employee

Send to Wellness Center or personal physician (student must use his/her health insurance)

Supervisor or department representative and employee must complete and submit an “Incident Report” to Environmental Health and Safety within 48 hours

Supervisor must immediately contact AmeriSys at 800-455-2079 with employee present if possible

AmeriSys will complete the “First Report of Injury” and initiate medical treatment

Supervisor or department representative and employee must complete and submit an “Accident Investigation Report” to the Workers’ Compensation Manager within 48 hours

Student or Employee

Send to Wellness Center or personal physician (student must use his/her health insurance)

Supervisor or department representative and student must complete and submit an “Incident Report” to Environmental Health and Safety within 48 hours

Supervisor must immediately contact AmeriSys at 800-455-2079 with employee present if possible

AmeriSys will complete the “First Report of Injury” and initiate medical treatment

Supervisor or department representative and employee must complete and submit an “Accident Investigation Report” to the Workers’ Compensation Manager within 48 hours

Supervisor or Employee

Student or Employee

Supervisor or Employee

Supervisor or Employee

Supervisor or Employee

Supervisor or Employee

Supervisor or Employee

Supervisor or Employee