

# WORKPLACE INJURY WHAT TO DO

## IF YOU ARE CRITICALLY INJURED: Call 911

You or someone Inform your Supervisor immediately.

Supervisor inform Human Resources immediately AND initiate Accident Report (Link below),

Link to Accident Report Form: (When you click below, HR page will pop up. Click on **Forms** and the first form to pop up is Accident Report. You can print and fill out by hand or fill out on your computer and print and sign.)

<http://intraweb.stockton.edu/eyos/page.cfm?siteID=27&pageID=24>

## NON-CRITICAL INJURIES: DURING REGULAR WORKING HOURS (M-F 8 5)

Call Human Resources as soon as possible ext. 4384

Immediately fill out Accident Report (Link above) completely, sign and date.

Supervisor sign and date.

Completed accident report to HR ASAP.

HR will make appointment at Atlanticare-Occupational Medicine, address below.

## NON-CRITICAL INJURIES: DURING EVENING/WEEKEND HOURS

Immediately inform your supervisor or another individual working with you.

Immediately fill out Accident Report (Link above) completely, sign and date.

Accident report to HR immediately (slip under door if necessary).

Go to Atlanticare-Urgentcare office listed below. **DO NOT** give them your personal insurance information, but specify that this is a **work-related accident** and your Human Resources office