

You must report any injury or illness to your manager/supervisor within _____ no matter how trivial the injury may seem. You will need to provide him/her when and where the injury/illness occurred, what happened, and if anyone witnessed the injury. The manager/supervisor will need to complete a _____ form from the information you provide.

In addition, you will need to complete an _____ form describing the incident.

Prompt reporting of an injury/illness will help prevent problems and delays in receiving benefits, including medical care you may need to avoid further injury. Once the injury/illness has been reported, Risk Management will need to be notified.

The following applies if the injury/illness requires medical assistance:

_____ from any campus phone. You will be connected to a campus police dispatcher who will send the needed emergency medical personnel. These injuries/illness include but are not limited to:

- Excessive bleeding and broken bones
- Chest pain
- Unconsciousness
- Life threatening injuries

: If the injury or illness requires medical attention and it is an emergency, your manager/supervisor will direct you to Student Health Services and contact Risk Management and Internal Control. Our campus medical facility is designated to treat FIRST AID injuries and illnesses that may _____ v R _____ /s s

