



Date Issued: January 2011	Policy Number: 205
Date Revised/Reviewed: December 2016	
Section: Human Resources	
Subject: Employee Injury	

Workman's Comp:

When an employee is injured on the job, the [Dining Services' Accident Report](#) must be filled out within 24 hours according to procedures.

Procedure:

1. Employee must notify management prior to seeking medical attention. Management will determine how to transport employee to Work Med.
2. Employee must go to Work Med, if it is during their business hours (200 E 400 N) After business hours go directly to the emergency room.
 - a. Employee must notify Work Med (Emergency Room) they were injured on the job
 - b. Employee must collect notification and treatment information paperwork at Work Med (Emergency Room)
3. Employee must return the paperwork to their Employer the day of accident
4. A member of the operations management must notify Executive Staff Assistant ***the day the accident happened*** via the Dining Services' Accident Report –see Policy 205a
5. Executive Staff Assistant must fill out all necessary paperwork and turn it into Human Resources within 24 hours of the accident
6. Executive Staff Assistant will notify Executive Director via e-mail of all accidents.

Note: If an employee is injured on the job and declines medical treatment a Dining Services' Accident Report form still needs to be completed and turned in to the Assistant Director.

Much more important NOTE: If the accident is life threatening procedures 1-4 do not apply. Call 911 immediately.