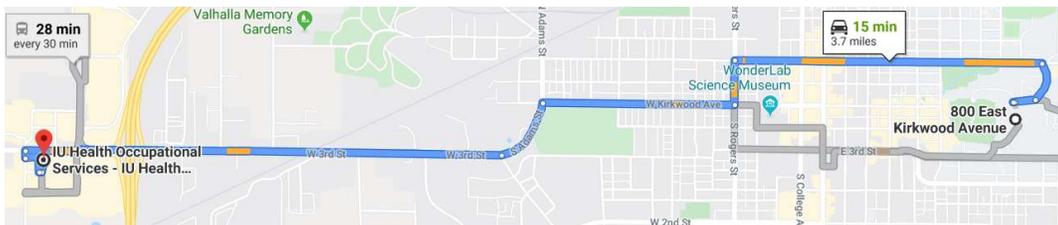


Note: It is imperative that an injured employee be given adequate medical care as soon as possible; do not let the inability to reach a department leader delay getting the injured party to the Occupational Health Center or ER.

**Serious or life-threatening injuries should be handled by calling 911. The paperwork can be filled out after the seriously injured person has been treated in those cases.**

1. Remove victim from threat of further injury
  - a. Do not move persons with potential spinal injuries, call 911 instead
  - b. If chemical exposure is involved, wash the exposed area with water for 15 minutes.
2. Notify Research Group Leadership if possible
  - a. Inform the PI or alternate safety contact as soon as possible
  - b. Inform group safety officer of the incident
3. Injury Occurs During Regular Business Hours (Mon-Fri, 8am-6pm)
  - a. Inform a member of the Department Administration to get Workers Compensation paperwork started
    - i. Jennifer McCloud 812-855-2246 (room 115B)
    - ii. Jonathan Karty 812-855-4619 (room 125E)
    - iii. Ashley Mills 812-855-2994 (room 115C)
  - b. If the injured person requires off-site medical attention, PI or administrator must fill out this form: [https://hr.iu.edu/secure/workers/employer\\_authorization.html](https://hr.iu.edu/secure/workers/employer_authorization.html) (requires IU login)
    - i. MUST be filled out PRIOR TO GOING TO THE DOCTOR if possible.
    - ii. Take injured person to IU Health Occupational Services at 3443 W. Third St. (hours Mon-Fri 8am – 6 pm), 812-353-3443. (map below)



- c. A colleague may drive the injured person to receive medical care.
4. Injury Occurs After Business Hours
  - a. Call IUPD dispatch 812-855-4111 if a Chemical Spill is involved
  - b. If PI or lab alternate emergency contact is unavailable call:
    - i. Jon Karty (812-855-4619 forwards to his cell)
    - ii. John Morrow (812-856-4937 forwards to his cell)
  - c. The IU Health walk-in clinic at 550 S. Landmark Ave. (hours all days, 7am – 7pm)
  - d. IU Health Urgent Care at 326 S. Woodcrest Dr. (Mon-Fri, 8am-8pm, Sat and Sun 8am-6pm)
  - e. Bloomington Hospital at 601 W. 2<sup>nd</sup> St. (always open)
5. By the end of the next business day!
  - a. Complete the IU Occupational Injury/Illness form found here. [http://hr.iu.edu/workers/occ\\_form.html](http://hr.iu.edu/workers/occ_form.html)
  - b. If a chemical was involved in the injury, please complete the Spill or Incident Follow Up report <https://protect.iu.edu/machform/view.php?id=40365>
6. Notes:
  - a. Employees include: Faculty, Staff, Scientists, Hourly Employees, Graduate Students, anyone paid by IU
  - b. Visiting scholars or individuals not paid by IU are **NOT** covered by IU workers compensation. They may submit any bills related to an injury sustained at IU to INLOCC as a standard liability claim.
7. Further Information
  - a. <https://www.chem.indiana.edu/safety/>
  - b. <https://protect.iu.edu/environmental-health/research-safety/lab-safety-chemical-hygiene-plan.html>
  - c. <http://hr.iu.edu/workers/index.html#loaded>