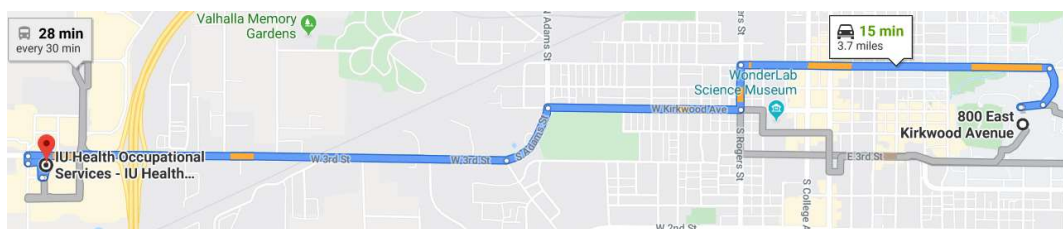


Note: It is imperative that an injured employee be given adequate medical care as soon as possible; do not let the inability to reach a department leader delay getting the injured party to the Occupational Health Center or ER.

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 (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. 2nd 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
 - 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>