

**Serious or life-threatening injuries should be handled by calling 911. The paperwork can be filled out after the seriously injured person has started treatment.**

1. Remove victim from threat of further injury
  - a. Inform the PI and group safety officer of the incident as soon as possible
2. Injury Occurs During Regular Business Hours (Mon-Fri, 8am-8pm)
  - a. Inform Department Administration to help get Workers Compensation paperwork started
    - i. Mayghan Rider, Human Resources, 812-855-2246 (room 125E, [mmrider@iu.edu](mailto:mmrider@iu.edu))
    - ii. Jonathan Karty 812-855-4619 (room 125F, [jkarty@iu.edu](mailto:jkarty@iu.edu))
  - b. If the person requires off-site medical attention, Employer Notification for Treatment Form must be filled out <https://iuhr-fireform.eas.iu.edu/online/form/index/entiub> (requires IU login)
    - i. MUST be filled out PRIOR TO GOING TO THE DOCTOR if possible.
    - ii. Injured person must go to IU Health Occupational Services at 3443 W. Third St. (Mon-Fri 8am – 8 pm, Sat 8am – 6pm), 812-353-3443.
      1. IUPD will NOT transport injured parties to health care facilities
  - iii. **Inform medical staff that this is an Indiana University Workers Compensation claim**
3. Injury Occurs After Business Hours
  - a. Call IUPD dispatch 812-855-4111 if a dangerous chemical spill is involved
  - b. Fill out Employer Notification for Treatment Form <https://iuhr-fireform.eas.iu.edu/online/form/authen/entiub>
  - c. If PI or lab alternate emergency contact is unavailable call:
    - i. Jonathan Karty (812-855-4619 forwards to his cell)
    - ii. Chad Schaeffer (812-855-2241 forwards to his cell)
  - d. Injured person can go to
    - i. IU Health Urgent Care, 326 S. Woodcrest Dr. (Mon-Fri, 8am-8pm, Sat-Sun 8am-6pm)
    - ii. IU Health Urgent Care, 482 S. Liberty Dr. (Mon-Fri, 8am-8pm, Sat-Sun 8am-6pm)
    - iii. Bloomington Hospital at 2651 E. Discovery Parkway (always open)
      1. IUPD will NOT transport injured parties to health care facilities
  - e. **Inform medical staff that this is an Indiana University Workers Compensation claim**
4. 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>
  - c. Contact Mayghan Rider if you have not already done so (see 2a for contact info).
5. Further Information
  - a. <https://www.chem.indiana.edu/about/safety/>
  - b. <https://hr.iu.edu/workers/> (Workers' Compensation Info)



IU Occupational Injury/Illness Form



Employer Notification Treatment Form



EHS Chemical Spill/Incident Form