

Hamilton College

Accident Reporting Procedures

IMPORTANT INSTRUCTIONS

Emergencies:

Heart Attack/Stroke
Amputation
Loss of consciousness
Obvious fracture
Profuse bleeding
Multiple employees injured
Choking
Shortness of breath

In the event of a medical emergency, you should:

1. Call Campus Safety, **ext. 4000**. Request an ambulance and be sure to give exact location and nature of injury. Campus Safety will also dispatch EMT's (during the academic year).
2. Secure the accident scene and guard any unsafe condition to eliminate further exposure.
3. *(After the employee has been taken care of)* Complete the Supervisor's Accident Investigation Report available on-line at <http://www.hamilton.edu/college/personnel/forms.html> and submit to Human Resources within 24 hours.

Non-Emergencies Requiring Medical Treatment

Slip and fall injury
Back injury
Cut w/minor bleeding
Burn
Wrist/neck/elbow pain

In the event of an injury that does require medical attention, but is not an emergency, you should:

1. Complete the Supervisor's Accident Investigation Report (available on-line at <http://www.hamilton.edu/college/personnel/forms.html> and submit to Human Resources within 24 hours.
2. Ask the employee to read and sign the Information Release Form and return to Human Resources.
3. Give employee Medical Provider Form to take with them when they seek treatment.

NOTE: The examples above do not represent *all* possible situations. You should use your best judgment in determining the best course of action. Also, you ***must use Personal Protective Equipment*** when assisting in a situation where bodily fluids of any type are present.