What to do if an injury or illness occurs

**Emergency Medical Treatment Required**
- Call 911
- Follow instructions

**Non-Urgent Medical Treatment Required**
- Immediately notify supervisor or department representative of injury
- Supervisor must immediately contact AmeriSys at 800-455-2079 with employee present if possible
- AmeriSys will complete the “First Report of Injury” and initiate medical treatment
- Supervisor or department representative and employee must complete and submit an “Incident Report” to Environmental Health and Safety within 48 hours

**No Medical Treatment Required**
- Immediately notify supervisor or department representative of injury
- Supervisor must immediately contact AmeriSys at 800-455-2079 with employee present if possible
- AmeriSys will complete the “First Report of Injury” and initiate medical treatment
- Supervisor or department representative and employee must complete and submit an “Incident Report” to Environmental Health and Safety within 48 hours

**Student or Employee**
- After treatment, contact supervisor or department representative
- Send to Wellness Center or personal physician (student must use his/her health insurance)
- Supervisor or department representative and student must complete and submit an “Incident Report” to Environmental Health and Safety within 48 hours

**Student or Employee**
- Immediately notify supervisor or department representative of injury
- Supervisor or department representative and student must complete and submit an “Accident Investigation Report” to Environmental Health and Safety within 48 hours