

## Hamilton College

### Accident Reporting Procedures

<b>IMPORTANT INSTRUCTIONS</b>
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#### **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 (<http://www.hamilton.edu/offices/human-resources/forms/supervisor-report>) 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 (<http://www.hamilton.edu/offices/human-resources/forms/supervisor-report>) 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.