



Subject: Safety Policy: **Employee Work Injury Instructions**

Section: III

Date: 11/26/2018 (rev. 1)

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Employees who are injured on the job may seek medical care at a variety of places, including their own private physician.

Do not hesitate to call 911 if an employee has sustained a major injury or if they are complaining of chest pain. For life threatening injuries, go to the nearest emergency room or trauma center. Tell the medical provider that this is a work-related injury.

You may also see your primary care physician for work related injuries. Tell the medical provider that this is a work-related injury.

For non-life-threatening injuries, medical treatment for employee injuries is available at Campus Health Service. The Campus Health Service can see employees for uncomplicated or simple on-the-job injuries for the first visit but may refer employees to Occupational Health Clinics in the Tucson community for follow up care.

They also provide medical care for certain types of workplace injuries or illnesses, mostly related to potential exposures to infectious materials or chemical agents. Other injuries are generally seen in the Campus Health Service, Urgent Care.

In the event of a job-related injury or exposure, you can come to the Campus Health Service Triage/Urgent Care area on the first floor of the building or call Triage/Urgent Care at 621-6493 or the Switchboard at 621-6490. You will be directed appropriately at that time. You may also choose to be seen at any hospital, urgent care center, or your private practitioner's office.

Any incident / illness requiring medical treatment must be reported to the employee's supervisor within 24 hours.

U of A Risk Management Services, Worker's Compensation and OSHA require all supervisors to complete a "Supervisors Report of Injury", within 24 hours of being notified. WebConnect is the preferred method for reporting employee injuries. If a supervisor has not yet registered with U of A Risk Management Services, and needs to report an injury during off hours or when the system is unavailable, a paper injury report form can be completed and faxed to U of A Risk Management Services. The paper version of the Supervisor's Report of Employee Injury/Illness, is intended to be used only when WebConnect is not readily available.

WebConnect link on the U of A Risk Management Services web site is:

<https://risk.arizona.edu/insurance/workers-compensation>

Fillable PDF Form can be found on the U of A Risk Management Services web site:

<https://risk.arizona.edu/forms>

The best place for employees to be cared for are Occupational Health Clinics, who are used to using the Workers Compensation system, determining work status, and getting employees back to work in a timely manner. However, the employee has a right to seek care where they wish.

Questions: contact Anna Llamas, 621-3626, allamas521@email.arizona.edu

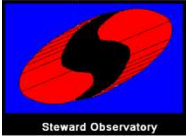


Please use this information to help employees decide where to go for care.

If you have any questions about where to send an employee, you may contact:

Campus Health Triage Nurse, 621-6493, M, T, Th, F 8:00 am-4:30 pm, Wed 9:00 am-4:30 pm
 Highland Commons
 1224 E. Lowell St., Tucson, AZ 85721
 (Northwest corner of Highland & 6th Street)

Injury	Decision
Amputation (severed body part)	Call 911
Massive Trauma (multiple injuries)	
Chest Pain	
Broken bones – that protrude through the skin	
Electrocutions/electrical jolt/arc flash	
Fall Arrest with Suspension	
Loss of consciousness including seizures	
Chemical exposure with difficulty breathing	
New Back Pain	Send directly to an Occupational Health Clinic. Listed Below
Orthopedic Injuries including those with and without broken bones, and	
Non-Acute Chronic Injuries or conditions that have been present for some time (example: allergies to chemicals used)	
Repetitive Use Injuries (example: wrist pain from lots of typing or lifting)	
Exposures to chemicals without difficulty breathing	Campus Health Service Triage/Urgent Care
Blood Borne Pathogen Exposures (exposures to fluids with possible infectious or unknown organisms in it)	
Dermatitis (skin irritations)	
Chemical splashes to the eye, chemical burns to the skin. (If chemical splash/burn impacts majority of the body call 911)	
Foreign Body in the eye	
Possible infectious diseases from research work	
Animal bites or scratches	
Cuts/abrasions/burns/lacerations	



Tucson Occupational Health Clinics

Concentra Medical Centers, 3 locations:

4600 S. Park Ave., Suite 5	Tel: 889-9574	Hours: 7am – 8pm	Mon–Fri
2005 W. Ruthraff Rd., Suite 111	Tel: 293-7250	Hours: 8am – 5pm	Mon–Fri
3402 E. Broadway Blvd	Tel: 881-0050	Hours: 8am – 5pm	Mon–Fri

MBI Occupational Healthcare

1001 E. Palmdale	Tel: 807-1060	Hours: 8am – 5pm	Mon–Fri
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Sunnyside Clinic

3681 S. Palo Verde Rd.	Tel: 750-8855	Hours: 7:30am-11am & 1:00pm-4pm	Mon–Fri.
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Tucson Occupational Medicine

888 S. Craycroft Rd. Suite 150	Tel: 747-0446	Hours: 8am – 5pm	Mon–Fri.
1661 W. Grant Rd.	Tel: 628-4340	Hours: 8am – 5pm	Mon–Fri.
2945 W. Ina Rd., Suite 103	Tel: 877-8600	Hours: 8am – 5pm	Mon–Fri.