

# Safety Policy 802

## Reporting an Injury

Effective Date: September 8, 2023

Supersedes Date: August 6, 2018

Review Date: May 2026

Policy: All personnel and students should report injuries according to policy. Information can be found at the [Office of Environmental Health and Safety](#).

### Procedure:

- I. Student/Volunteer/Patient Report of Injury
  - a. The student's instructor or clinical faculty member should be informed of any injury after an accident.
  - b. The student and faculty member should complete the Student/Visitor First Report of Injury or Illness form.
- II. Employee First Report of Injury
  - a. An employee's supervisor should be informed of any injury after an accident. The employee and their supervisor are to complete a [First Report of Injury or Illness form](#) and submit it to the Environmental Health and Safety Department ([ehs@memphis.edu](mailto:ehs@memphis.edu)) and Employee Benefits ([benefits@memphis.edu](mailto:benefits@memphis.edu)) on main campus.
  - b. Reports must be submitted within 24 hours of the injury.
  - c. Employees will also forward a copy of their injury report to the Administrative Associate to be kept on file.
- III. Workers Compensation
  - a. In an emergency, employees should go to the nearest emergency room and seek treatment.
  - b. Contact your supervisor and Employee Benefits as soon as possible to start the workers' compensation claims process.
  - c. A written record of any information pertaining to any emergency, not in the forms mentioned above, should be maintained in the employee's file.
- IV. Non-Emergency
  - a. In a non-emergency, immediately notify your supervisor and then call the Workplace Injury and First Notice of Loss Call Center at 1.866.245.8588.
    - i. Choose option 1 and speak to a nurse who will recommend whether or not you should seek treatment.
    - ii. If the recommendation is for you to seek treatment, you should proceed to the medical facility that the nurse recommends that you go to.