

## Employee Serious Injury/Accident Procedures

### In case of an occupational serious injury/accident

- Initiate life saving measures or first aid as required
- Call for emergency response:  
  
911 from a cell phone or 9-911 from a campus phone or 209-228-2677 (cat-cops)
- Notify employee's supervisor
- Contact Human Resources or EH&S as soon as possible, **but within 8 hours:**
  1. **Janis Patten (209) 228-4163,**
  2. **David Ott (209) 228-4234,**
  3. **Karen Smith (209) 228-7864,**
  4. **or call Police dispatch at (209) 228-2677 (24 hr. line)**

Provide the necessary information when reporting a serious injury:

- Injured employee name, title and department
- Employee's supervisor name and phone
- Reporting person's name, title, department and contact information
- Date, time and location of incident
- Description of what happened
- Whether or not employee got medical treatment and, if so, where

If UCM does not report a serious injury to Cal/OSHA within 8 hours, the University may be fined \$5,000.

SERIOUS injuries include:

- Death
- Amputation
- Concussion
- Crushing
- Disfigurement
- Hospitalization greater than 24 hours

**Special Procedures for Labs:** In addition to the requirements above, immediately secure the scene from all access and preserve all evidence until a Cal/OSHA representative responds or determines that a response is not required (only 24 hours).