

IN CASE OF A WORKPLACE INJURY



1-855-339-1893

Available 24 hours / 7 days a week

1. Injured worker notifies Supervisor
2. If employee suffers a non-life threatening workers' compensation injury and needs medical treatment, Supervisor/Injured Worker immediately calls Company Nurse toll free number
3. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment

Employer Name	Search Code
AR TECH UNIVERSITY	QR 106

Notice to Employer/Supervisor:

Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

Call 911 if it is an emergency and employee needs immediate medical treatment.

All accidents, incidents, and injuries shall be documented on an employee accident/incident report form, a supervisor investigation form and if no medical treatment is required then a worker's comp no medical treatment required form as well. All available to print in the forms section of the health & safety manual. To obtain these forms go to tech A-Z, click H or F, click human resources or facilities management, click menu, then click resources & forms, then health & safety manual to find forms.

Employees must call the company nurse hotline regardless of the severity of the injury for documentation.

All completed report forms, pictures, witness statements, etc. shall be forwarded to the human resources department, kmckown@atu.edu or hr@atu.edu as well as the campus occupational safety coordinator, cduncan12@atu.edu